FREEHOLD REG BD OF ED-02501650 - 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)	FREEHOLD REG BD OF ED-02501650	126	06/02/2025	CAP Accepted

FREEHOLD REG BD OF ED-02501650 - Corrective Action Report (Detail)

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 06/05/2025 10:06 AM CAP Accepted
	Corrective Action Plan: Submitted by Deborah Clark 06/02/2025 03:53 PM This student was confirmed and approved for free meals on May 13, 2025, when he was reenrolled.
	Corrective Action Plan: Rejected by Genel Cook-Wright 06/02/2025 09:51 AM **For application #7700, please indicate the date the student information was confirmed and the student was approved for Free meals.**
	Corrective Action Plan: Submitted by Deborah Clark 05/28/2025 03:54 PM Application #6433 was an oversight that will be addressed by training and thorough examination of applications, which will be completed by the Controller for the determining officials. It has since been determined as of 5/20 that no SSN exists for this family. Application #7700 was an usual situation in which a student was over 18, living alone, and briefly pulled from enrollment to verify their residence within the district. Because the student had been unenrolled the application was filed as completed and no further action taken. This will be avoided in the future as the FSA has discussed with our determining officials that if a student re-enrolls they must complete a new full application in order to be considered for the lunch program. In this case, no changes were made to the POS as student was determined to be free by income so the determination was correct.
	Flagged by Genel Cook-Wright 05/02/2025 12:10 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. **Corrective Action Findings:** Application #6433 did not indicate the last four digits of the required adult household member's SSN. Application #7700 was submitted but all sections were not completed by household member. The student withdrew from district, reentered the district and was approved for FREE meals although the application was not complete.

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	FREEHOLD REG BD OF ED-02501650	138	06/02/2025	CAP Accepted

Corrective Action History

Corrective Action Plan: Accepted by Genel Cook-Wright 05/29/2025 10:58 AM

CAP Accepted

Corrective Action Plan: Submitted by Deborah Clark 05/28/2025 03:58 PM

For applications #6486, 6580, 6618, and 6732, applications were correctly handled in the POS system, but when imported into our Genesis system they were being coded as 'N' instead of "D" so they did not appear on our MEL. The FSA has worked with the programmers for our POS system and this issue has now been corrected and all 4 students show as Denied in Genesis as of 12/2/24 and do appear on our MEL. The programming was completed and should correct this program going forward as of May 14, 2025.

For #7011, this family completed a new application that superceded the denial due to lack of response to verification. On March 11th, this was caught during the certification process and reverified- a paystub was provided on March 11th and the determination of Free/Income is correct. However, this was not noted on the Verification Tracker so our Controller was not aware during the Admin review process to provide this information. This will be addressed going forward by being sure that full documentation of the Verification Tracker is completed. This was discussed by our business office and implemented during a meeting on May 12, 2025.

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	Flagged by Genel Cook-Wright 05/02/2025 12:10 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). **Corrective Action Finding:** Application #7011 was submitted and determined correctly based on household size and income, this application was then selected for Verification. Per the Verification Tracker, the household did not respond to the 1st and 2nd request for Verification, the SFA noted that the status has been changed to paid due to no response. However, the student's status/eligibility was not changed in the POS system or on the Master Eligibility List (MEL) and the student is receiving FREE meals. Applications #6486, 6580, 6618 and 6732 were submitted and determined correctly 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. The student's status/eligibility was changed in the POS system. However, the student's names are not listed on the Master Eligibility List (MEL). **Correct the errors indicated and record the date of correction on the SFA-2.** **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.**				
Verification	Verification (On-Site Assessment Tool) (207H)	FREEHOLD REG BD OF ED-02501650	214	06/02/2025	CAP Accepted

FREEHOLD REG BD OF ED-02501650 - 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 05/29/2025 10:59 AM CAP Accepted Corrective Action Plan: Submitted by Deborah Clark 05/28/2025 03:59 PM This issue will be addressed by additional training for staff to be completed by the Controller for the Verification staff. Notifications will be sent 10 days prior to the status change within the POS and Verification Trackers will be more fully completed to document the process. In addition, the FSA has worked with the programmers for our POS to change the import status of these students from "N" to "D" so they will show on our MEL correctly. This was implemented as of May 15, 2025. Flagged by Genel Cook-Wright 05/02/2025 12:10 PM 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 Findings:** Five students' eligibility status changed due to the household not responding to verification request. However, their eligibility was not updated on the benefit issuance list. Additionally, the household for whom benefits were to be 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.**				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	COLTS NECK HIGH-2092	318	06/02/2025	CAP Accepted

FREEHOLD REG BD OF ED-02501650 - 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 05/29/2025 10:13 AM CAP Accepted Corrective Action Plan: Submitted by Deborah Clark 05/28/2025 03:53 PM The FSMC has conducted an in-depth meal training on 5/7 and emphasized the importance of looking carefully at what each student has including what they may have under their plate. Cashiers were also instructed to communicate more effectively with the students to ensure they are charging properly. Attached is a copy of the signed training tracker about how to properly claim a meal. Flagged by Genel Cook-Wright 05/02/2025 12:10 PM 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. **Corrective Action Finding:** *Lunch Observation 4/29/25 (Grades 9-12): 2 meals underclaimed* Two students were charged al a carte for an entree, however the two students had a a fruit underneath their plate which made the meal reimbursable. The state agency auditor notified the cashier and FSD of this occurrence, the FSD met with the FS staff to review. **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.**				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	COLTS NECK HIGH-2092	401	06/02/2025	CAP Accepted
	Corrective Action Plan: Accepted by Genel Cook-Wright 05/30/2025 02:34 PM CAP Accepted Corrective Action Plan: Submitted by Deborah Clark 05/29/2025 02:18 PM The FSMC conducted an in-depth meal training on May 7, 2025 and our corrective action was implemented as of that date.				

FREEHOLD REG BD OF ED-02501650 - 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

Corrective Action History	Corrective Action Plan: Rejected by Genel Cook-Wright 05/29/2025 11:02 AM **Please indicate the date of implementation.**
	Corrective Action Plan: Submitted by Deborah Clark 05/28/2025 03:55 PM The FSMC has done an in-depth training session to stress the importance of a fruit or vegetable being integral to a reimbursable meal. With block lunch our Food Service Manager asked the cashiers to take a minute to fully look at what each student has and encourage them to take that fruit or vegetable to be able to use the claimable meal button. The training tracker for meal claiming is attached and the FSMC will continue to do more training in the future.

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Flagged by Genel Cook-Wright 05/02/2025 12:10 PM

Students must take the required number of components for *lunch* in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch.

Students must take the required number of components for *breakfast* in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast.

Corrective Action Finding:

Lunch Observation 4/29/25 (Grades 9-12): 4 meals disallowed.

The state agency auditor observed 4 students select only an entree, which only contained two components and was missing a 1/2 c fruit or vegetable component. Schools must offer at least 1 cup of fruit daily to students in grades 9-12. However, under Offer vs. Serve, a student must take at least three components in the required serving sizes. One selection must be at least ½ cup from either the fruit or vegetable component.

Breakfast Observation 4/30/25 (Grades 9-12): 1 meal disallowed.

The state agency auditor observed one student select only an entree, which only contained two food items and was missing the required fruit/vegetable component. Schools must offer at least 1 cup of fruit daily to students in grades 9-12. However, under Offer vs. Serve, a student must take at 3 food items in the required serving sizes. One selection must be at least ½ cup from either the fruit or vegetable component.

The state agency auditor discussed this occurrence with the FSD, the cashier was previously trained and is knowledgeable about Offer vs. Serve and how to identify a reimbursable meal.

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.

Report Selections

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