

ROXBURY TWP BD OF ED-02704560 - 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 system-wide.

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	ROXBURY TWP BD OF ED-02704560	126	07/08/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/25/2024 09:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kathy Kolbusch 06/25/2024 09:20 AM				
	All incorrectly determined applications found during the audit have been updated to the proper benefit determination as of this date. All applications that went to "Free" status from any other status were made effective as of 5/29/2024. All other application changes which would have been a reduction in benefits were completed on 6/10/2024. All affected households, regardless of benefit impact, were notified by letter (Form 255) on May 29, 2024 and were given 10 days to inquire about the changes or re-apply if further information was needed on their application.				
Flagged by Katie Hunter 06/07/2024 01:32 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.					
Verification	Verification (On-Site Assessment Tool) (207H)	ROXBURY TWP BD OF ED-02704560	208	07/08/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/25/2024 09:48 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kathy Kolbusch 06/25/2024 09:21 AM				
	Effective as of May 29, 2024 the district will ensure that a copy of the original application will be printed and maintained along with the Form 242 documentation. This will ensure that we have an archived copy of the original application prior to making any changes in the Genesis system.				
We have learned that Genesis overwrites the original application with any new information provided during the verification process. Moving forward, a copy of the original application will be printed and maintained along with the Form 242 documentation.					
Flagged by Katie Hunter 06/07/2024 01:33 PM					
The Confirming Official must record on the Verification Tracker the date of the confirmation review. 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.					
If the confirming official does not validate the original determination of an application, the SFA must send the Letter of Audit Results (Form 255) to the household and update the meal counting and claiming system. The SFA must then select another application to verify.					

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
Verification	Verification (On-Site Assessment Tool) (207H)	ROXBURY TWP BD OF ED-02704560	209	07/08/2024	CAP Accepted	
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/25/2024 09:48 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Kathy Kolbusch 06/25/2024 09:20 AM					
	Effective as of May 29, 2024 the district will ensure that a copy of the original application will be printed and maintained along with the Form 242 documentation. This will ensure that we have an archived copy of the original application prior to making any changes in the Genesis system.					
	We have learned that Genesis overwrites the original application with any new information provided during the verification process.					
Corrective Action History	Flagged by Katie Hunter 06/07/2024 01:32 PM					
	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. 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.					
	SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	EISENHOWER MIDDLE-2366	901	07/08/2024	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/25/2024 09:47 AM				
		CAP Accepted				
Corrective Action Plan: Submitted by Kathy Kolbusch 06/25/2024 09:20 AM						
Effective as of May 29, 2024, the district will monitor both a SBP and an NSLP in compliance with the On-Site-Monitoring requirements. The SFA personnel was of the understanding that the On-Site-Review required to be done each year was an either/or review for either the SBP or NSLP. Moving forward, starting with the upcoming 24/25 SY, each location will be subject to both a SBP and NSLP On-Site-Review each year prior to the Feb. 1st deadline. Form # 142 will be completed for both accountability reviews.						
Flagged by Katie Hunter 06/07/2024 01:32 PM						
Corrective Action History	All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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.					
	The SFA must request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability 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.					

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	LINCOLN/ROOSEVELT-2370	901	07/08/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/25/2024 09:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kathy Kolbusch 06/25/2024 09:19 AM				
	Effective as of May 29, 2024, the district will monitor both a SBP and an NSLP in compliance with the On-Site-Monitoring requirements. The SFA personnel was of the understanding that the On-Site-Review required to be done each year was an either/or review for either the SBP or NSLP. Moving forward, starting with the upcoming 24/25 SY, each location will be subject to both a SBP and NSLP On-Site-Review each year prior to the Feb. 1st deadline. Form # 142 will be completed for both accountability reviews.				
	Flagged by Katie Hunter 06/07/2024 01:32 PM				
	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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. The SFA must request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability 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.				

Report Selections

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