# BERKELEY TWP BD OF ED-02900320 - Corrective Action Report (Detail)

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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) | BERKELEY TWP BD OF ED-02900320 | 126 | 04/30/2025 | CAP Accepted |
| **Corrective Action History** | Corrective Action Plan: Accepted by Casey Miller 04/07/2025 12:17 PM<br><br>CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Tyler Verga 04/01/2025 09:25 AM<br><br>The corrective action plan aims to ensure accurate entry of free and reduced lunch eligibility data into the student information system. It includes auditing existing data, correcting discrepancies, providing staff training on proper data entry, and implementing a verification process. Additionally, if any information submitted on the form is unclear or uncertain, the reviewer will contact the household for clarification | | | | |
| | Flagged by Casey Miller 03/31/2025 12:31 PM<br><br>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.<br><br>Error: There were two application errors. Details were documented on the SFA-1 (under Corrections, Errors tab).<br><br>***Explain measures taken to ensure that errors will not reoccur in the future. Indicate the DATE of implementation. Please also go to Corrections--> Errors tab and explain how the error was corrected, indicate the date of correction for each application error, and check off the completed box. Do not identify the students' names when providing the explanation under the SFA comments.*** | | | | |
| Verification | Verification (On-Site Assessment Tool) (207H) | BERKELEY TWP BD OF ED-02900320 | 214 | 04/30/2025 | CAP Accepted |

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| **Corrective Action History** | Corrective Action Plan: Accepted by Casey Miller 04/07/2025 12:14 PM<br><br>CAP Accepted<br><br>Corrective Action Plan: Submitted by Tyler Verga 04/01/2025 09:07 AM<br><br>To address non-compliance with the 10-calendar-day notice requirement, we will implement a process to ensure written notices are sent to affected households at least 10 days before benefits are reduced or terminated. Staff will receive training on the updated procedure, and a tracking system will be established to monitor compliance.<br><br>Flagged by Casey Miller 03/31/2025 12:31 PM<br><br>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.<br><br>Error: Verified application #2881 changed from Reduced to Federal Denied and was given less than 10 calendar days notice. The final verification results letter was sent on 10/25 and eligibility was changed on 10/31.<br><br>***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.*** | | | | |
| Meal Counting and Claiming - Day of Review | Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H) | BERKELEY TWP ELEM SCH-3141 | 318 | 04/30/2025 | CAP Accepted |

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| Section | Form Subsection | Sponsor/Site Name | Question # | Due Date | Status |
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| **Corrective Action History** | Corrective Action Plan: Accepted by Casey Miller 04/07/2025 12:15 PM<br><br>CAP Accepted<br><br>Corrective Action Plan: Submitted by Stacy Oates 04/02/2025 07:25 AM<br><br>A review of the SOP was presented and signed by all staff in the cafeteria and the special needs classroom on 2/20/25. The teacher will pick up the meals and a meal roster from the cafeteria. The student meals will be distributed to the students and then the meals will be checked off after they are distributed to the students. The roster will then be returned to the cafeteria, along with any unclaimed meals, so that the meals can be put into the POS system.<br><br>Flagged by Casey Miller 03/31/2025 12:33 PM<br><br>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 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. The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system must be corrected.<br><br>Error: There was no point of service count at breakfast meal service only for special needs classroom. On the day of review 2/19, it was observed that the teacher picked up breakfast meals in the cafeteria and brought meals back to classroom where the students ate. Counts for these meals are entered into the POS register in the cafeteria at time of pick-up, before the students receive the breakfast. This is a systemic error because this has been the procedure since the beginning of the school year. 4 breakfast meals were observed counted for this classroom on day of review.<br><br>***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. Fiscal action will be taken for the systemic error. An over claim may be assessed.*** | | | | |
| Meal Components and Quantities - Review Period | Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H) | BERKELEY TWP ELEM SCH-3141 | 410 | 04/30/2025 | CAP Accepted |

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| Section | Form Subsection | Sponsor/Site Name | Question # | Due Date | Status |
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| **Corrective Action History** | Corrective Action Plan: Accepted by Casey Miller 04/07/2025 12:16 PM<br><br>CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Stacy Oates 04/02/2025 07:31 AM<br><br>A review of the production records was completed on 2/20./25. Breakfasts are packaged with the required grain, Graham Crackers, but it was not recorded on the production records. A production record template was created including the graham crackers for future production. | | | | |
| | Flagged by Casey Miller 03/31/2025 12:33 PM<br><br>At breakfast, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered.<br><br>Error: Insufficient weekly grain quantities for breakfast. Cereal and graham cracker are offered together as an alternate breakfast choice. For week of review Jan 13-17, graham cracker was not documented on the breakfast production records. Only cereal (1 oz eq) was, thus not meeting weekly meal pattern requirement of 8-10 oz eq for grain for this breakfast meal choice.<br><br>***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.*** | | | | |
| SFA/Sponsor On-Site Monitoring | SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H) | BERKELEY TWP ELEM SCH-3141 | 901 | 04/30/2025 | CAP Accepted |

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| **Corrective Action History** | Corrective Action Plan: Accepted by Casey Miller 04/07/2025 12:16 PM<br><br>CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Stacy Oates 04/02/2025 07:28 AM<br><br>All onsite reviews were completed by 2/25/25. Going forward all onsite reviews will be completed in mid January. | | | | |
| | Flagged by Casey Miller 03/31/2025 12:33 PM<br><br>All SFAs must conduct an on-site accountability review of breakfast and lunch for each school site 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.<br><br>Error: On-site review was completed for only one out of the 4 school sites in the SFA. The on-site for breakfast and lunch for Berkeley Twp Elementary School was completed on 1/14/25. Reviews for the other 3 school sites were not done.<br><br>***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.*** | | | | |

***Report Selections***

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