

## BLOOMINGDALE-03100420 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	BLOOMINGDALE-03100420	126	03/15/2024	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Katie Hunter 03/18/2024 02:39 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Felicia Kicinski 03/12/2024 10:32 AM</p> <p>After the exit conference the Business Office followed up with the families to get the applications. On several occasions the parents needed further direction and as well as help updating the applications to correct the errors.</p> <p>The corrections done were:</p> <p>1) Correct the original frequency- a follow up with parents was done to double check the frequency that originally submitted. In all cases, those, parents were confused with the data input of the application and the frequency of pay was corrected.</p> <p>Errors that were corrected were:</p> <p>1) Wrong, frequency of pay</p> <p>2) No frequency at all</p> <p>3) 2 applications for 2 different schools in the district for the same family - Parent was confused about needing a submission per school. Combined applications.</p> <p>4) Duplicated children in the "Student on Meal Application" &amp; "Income Earner" sections of the application. Corrected application to reflect the correct number in household. (Which ended up being more because several were not put on the original application)</p> <p>Date of implementation was 1/29/2024.</p>				
<p>Flagged by Katie Hunter 02/16/2024 01:02 PM</p> <p>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. *****The number of Certification and Benefit Errors are greater or equal to 10%, therefore an I</p>					

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<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Katie Hunter 03/18/2024 02:40 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Felicia Kicinski 03/12/2024 10:35 AM</p> <p>A Zoom meeting with Genesis IT to go over the Free/Reduced approval process was on January 30, 2024.</p> <p>Items discussed were:</p> <ol style="list-style-type: none"> <li>1) Flag error when no frequency of pay is entered and application will not be submitted</li> <li>2) Adding questionable income amount flags.</li> <li>3) Flagging 2nd application when a parent tries to put 2 one in.</li> <li>4) Approval Pending period</li> <li>5) System needs to know a correct Case #</li> </ol> <p>Genesis is currently working on this and they saying will be updated and running soon.</p>				
<p>Flagged by Katie Hunter 02/16/2024 01:02 PM</p> <p>The SFA must use the current Income Eligibility Guidelines to process applications for free and reduced price meal benefits. Any applications that were not reviewed by the state agency reviewer must be re-determined by the SFA. If incorrectly determined applications are found, students must be assigned to the correct category. Households must be notified of the eligibility change using the "Letter of Audit Results" (Form #255).</p> <p>To avoid inaccurate eligibility determinations, it is recommended that your electronic system includes an approval pending period where school officials can visually review applications for questionable entries, including but not limited to questionable income amounts, case numbers that do not meet state guidelines, and duplication of household names.</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)	BLOOMINGDALE-03100420	133	03/15/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Katie Hunter 03/18/2024 02:41 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Felicia Kicinski 03/12/2024 10:32 AM</p> <p>Application #1- Application status was set to Free-(TANF,SNAP,Foster) when it should have been set to Free status due to income. Application status has been corrected and secretaries have been notified on the different types of "Free".</p>				
	<p>Application #222- Application status was set to Foster Free-(TANF,SNAP,Foster) when it should have been set to Free.status due to income. Application status has been corrected and secretaries have been notified on the different types of "Free".</p>				
	<p>Application #244- Application status was set to Foster Free-(TANF,SNAP,Foster) when it should have been set to Paid status due to income. Application status has been corrected and secretaries have been notified to get Foster documentation when parent states that the student is Foster.</p>				
	<p>Application #461- Application had an Assistance Program Case number but the parent entered the wrong number. Admin had a conversation with the tech personnel at Genesis to see what could be done for the system to not submit the application is there are errors on the applications from parent input. Case # has been corrected.</p>				
	<p>Flagged by Katie Hunter 02/16/2024 01:02 PM</p> <p>Documentation for students directly certified as SNAP, TANF and foster is required. Certification errors were found during the State Agency review of documentation for directly certified students. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all direct certification errors recorded. The completed SFA-1 must be uploaded in Documents within the deadline to complete corrective action. 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>				

## BLOOMINGDALE-03100420 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	BLOOMINGDALE-03100420	209	03/15/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 03/18/2024 02:41 PM CAP Accepted				
	Corrective Action Plan: Submitted by Felicia Kicinski 03/12/2024 11:02 AM				
	Moving forward, the staff member assigned to the verification process on error prone applications will follow up thoroughly with the required documentation to the application submitters to verify income. There will also be an admin review of the finished verification packet to make sure it was done correctly. Date of implementation January 26, 2024.				
	Flagged by Katie Hunter 02/16/2024 01:02 PM Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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)	BLOOMINGDALE-03100420	213	03/15/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 03/18/2024 02:41 PM CAP Accepted				
	Corrective Action Plan: Submitted by Felicia Kicinski 03/12/2024 10:57 AM				
	Moving forward the staff member assigned to the verification process will follow through thoroughly with all the required documentation, with the application submitter. There will also be an admin review of the finished verification packet to make sure it was done correctly.				
	Flagged by Katie Hunter 02/16/2024 01:02 PM 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). 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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	BLOOMINGDALE-03100420	1400	03/15/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:40 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Sue Hohorst 02/20/2024 04:22 PM				
	Food Safety Plan was on site at time of review. Completed meeting sign in sheets were also on site at time of review. On January 25, 2024 staff were instructed to additionally sign and date the SOP in the HACCP book when the lesson is taking place.				
	Flagged by Katie Hunter 02/16/2024 01:02 PM				
	The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. 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