

HAWTHORNE BD OF ED-03102100 - 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)	HAWTHORNE BD OF ED-03102100	126	04/13/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/20/2026 08:34 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/16/2026 03:27 PM				
	On 3/12/26 I corrected and deleted the names on the lunch applications that Ms Hunter showed me were duplicate.				
	On 3/13/26 I spoke with Stacie from Realtime explained to her there were issues with duplicate names appearing on the lunch application therefore making the determination eligibility incorrect. She advised me when a name appears twice on the application it is highlighted in pink. If same name appears but with a middle initial it is then considered a different person in Realtime therefore it is up to the verifier to confirm with parent/guardian the names listed on the application are accurate.				
Corrective Action History	Flagged by Katie Hunter 03/13/2026 10:15 AM				
	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.) Make sure you go to SFA-1 and SFA-2 and enter date of correction in each individual application error, as well as on this Corrective Action statement. 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.				

HAWTHORNE BD OF ED-03102100 - 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 svstems

Applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised systemically.					
Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	HAWTHORNE BD OF ED-03102100	129	04/13/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/20/2026 08:32 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/16/2026 03:17 PM				
	On 3/13/26 I spoke with Stacie from Realtime and explained the issue with the double selection of the notification letter of Federal Denied and NJEIE. Stacie told me the error has been corrected already. The notification letter has been updated to select only one of the eligibility tabs.				
	Flagged by Katie Hunter 03/13/2026 10:15 AM				
	CA finding: for NJEIE applications, those reviewed by state auditor on-site have a double selection on the notification letter of Federal Denied and NJEIE along with Federal Denied exceed federal and state eligibility guidelines. Reviewed NJEIE eligibility on-site, reviewed how the notification letter can only have one eligibility selected. SFA stated it is an internal error with Realtime that this letter gets selected, will reach out to them to have it updated.				
	Households must be notified, either in writing or verbally, of their eligibility status as approved for free or reduced price benefits. The SFA may e-mail the notification of the household's approval to the adult household member who signed the application. 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.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	HAWTHORNE BD OF ED-03102100	133	04/13/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/20/2026 08:34 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/16/2026 03:29 PM				
	On 3/13/26 I spoke with Stacie from Realtime. She will add additional information on Realtime Spanish lunch applications so the parent /guardian does not get confused with migrant tab. They will be able to distinguish between migrant tab and immigrant tab.				
	Flagged by Katie Hunter 03/13/2026 10:15 AM				
	Documentation for students directly certified as SNAP, TANF, foster and Medicaid 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. Corrective Action must be applied SFA-wide.				
Verification	Verification (On-Site Assessment Tool) (207H)	HAWTHORNE BD OF ED-03102100	209	04/13/2026	CAP Accepted

HAWTHORNE BD OF ED-03102100 - 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
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/20/2026 08:34 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Sandy Vicale 03/16/2026 03:16 PM				
	On 3/11/26 Ms Katie Hunter went over in detail with Lisette de la Torre (Determining Official) the steps of the verification process with the wage stubs by net income, not gross income. In addition Ms.Hunter explained what to do when parent/guardian enters multiple incomes on the application. She also explained the process of the different steps on the Verification Tracker Form.				
	Flagged by Katie Hunter 03/13/2026 10:15 AM				
	CA finding: Verification errors captured on SFA-2. SFA is determining wage stubs by net income, not gross income. TA given on-site.				
	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.				

Report Selections

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