

## GREEN TWP BD OF ED-03701800 - 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)	GREEN TWP BD OF ED-03701800	126	03/29/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 03/27/2024 02:39 PM CAP Accepted				
	Corrective Action Plan: Submitted by Karen Constantino 03/27/2024 02:05 PM Date of Implementation 2/23/24				
	Corrective Action Plan: Rejected by Katie Hunter 03/27/2024 01:33 PM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Karen Constantino 03/25/2024 02:29 PM Will await for more details for follow as noted in the comments below.				
	Flagged by Katie Hunter 02/29/2024 02:18 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. <b>Do not identify the students' names when providing the documentation under the SFA comments.</b>  *****The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.				
Verification	Verification (On-Site Assessment Tool) (207H)	GREEN TWP BD OF ED-03701800	209	03/29/2024	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 03/27/2024 02:39 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Karen Constantino 03/27/2024 02:06 PM				
	Date of Implementation 2/23/24				
	Corrective Action Plan: Rejected by Katie Hunter 03/27/2024 01:33 PM				
	Indicate the date of implementation.				
<b>Corrective Action History</b>	Corrective Action Plan: Submitted by Karen Constantino 03/25/2024 02:37 PM				
	The employee responsible for verification has completed the training under the training tab in Snears. This has helped educate staff members so that this will not be an issue. There is a better understanding of the process. We also contacted Realtime to understand the error prone applications. Our school does not have a lot of applications, so error prone was not coming up. We do not have any error prone applications, as confirmed with Realtime. Ours was blank, and Realtime confirmed that it means there are "zero". Email attached.				
	Flagged by Katie Hunter 02/29/2024 02:18 PM				
<b>Corrective Action History</b>	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.				
	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.				
Verification	Verification (On-Site Assessment Tool) (207H)	GREEN TWP BD OF ED-03701800	211	03/29/2024	CAP Accepted

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	Corrective Action Plan: Submitted by Karen Constantino 03/27/2024 02:06 PM Date of Implementation 2/23/24				
	Corrective Action Plan: Rejected by Katie Hunter 03/27/2024 01:32 PM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Karen Constantino 03/25/2024 03:47 PM  We have added form#236 to our files for when letters are sent out. We will be following the process as outlined in the training video of verification. This is now part of our process, and will be followed going forward.  -On 10/1 the collection report opens and needs part 1 to be complete by 10/30; 10/31 verification collection report opens and need to complete the verification process by 11/15 and submit by 11/30  -Complete the collection report, see if there are Error Prone applications, with minimum sample size of 3%, and if there are not enough error prone, randomly select them  -Notify the household of the verification, must verify all income on the application, with paystubs that contain gross income  (Can also verify any application during the year for "Cause"  -Depending on the results of the verification, benefits can stay the same or change  -Make sure to notify the household of this process, and if they do not respond, their benefit will be terminated. Document attempts on the #242 tracker form.  We will be sure to use the forms as outlined.				
	Flagged by Katie Hunter 02/29/2024 02:18 PM  The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "First Notice to Household" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				
Verification	Verification (On-Site Assessment Tool) (207H)	GREEN TWP BD OF ED-03701800	213	03/29/2024	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 03/27/2024 02:38 PM CAP Accepted				
	Corrective Action Plan: Submitted by Karen Constantino 03/27/2024 01:48 PM Date of Implementation 2/23/24				
	Corrective Action Plan: Rejected by Katie Hunter 03/27/2024 01:31 PM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Karen Constantino 03/25/2024 04:12 PM This form has been downloaded and will be used going forward.				
	After the audit was completed, we sent form#255 to notify the household of the audit results. This came into play because the verification results changed. We will continue to follow this process and notify households of their audit results and eligibility.				
	Flagged by Katie Hunter 02/29/2024 02:18 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	GREEN TWP BD OF ED-03701800	214	03/29/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
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	Corrective Action Plan: Submitted by Karen Constantino 03/27/2024 01:48 PM Date of Implementation 2/23/24				
	Corrective Action Plan: Rejected by Katie Hunter 03/27/2024 01:32 PM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Karen Constantino 03/25/2024 03:59 PM If a student's eligibility changes due to verification, a change will be made according to the guidelines. When a student was verified and the income was too high, the two students were removed from the master eligibility list and the family was notified. They did not ask for an appeal, so the students were changed from free to paid. This process will be followed all of the time. The issue we had was that net income was picked up instead of gross income. The employee who handles this is aware, and it will be signed off on by the business administrator to ensure that the correct amount is calculated.				
	Flagged by Katie Hunter 02/29/2024 02:18 PM The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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. 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. 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..				

## GREEN TWP BD OF ED-03701800 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards (On-Site Assessment Tool)	GREEN TWP BD OF ED-03701800	1217	03/29/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 03/27/2024 02:38 PM CAP Accepted				
	Corrective Action Plan: Submitted by Karen Constantino 03/27/2024 02:04 PM Date of Implementation 2/23/24				
	Corrective Action Plan: Rejected by Katie Hunter 03/27/2024 01:32 PM Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Karen Constantino 03/25/2024 03:50 PM Employees who are responsible for free/reduced applications and verifications will complete the training each year. We have added it to our annual trainings so that it will not be missed. We have also used the Soars Team Work Tracker noted below for the hours.				
	Flagged by Katie Hunter 02/29/2024 02:18 PM Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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)	GREEN HILLS SCHOOL-2631	901	03/29/2024

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 03/27/2024 02:39 PM				
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	Date of Implementation 2/23/24				
	Corrective Action Plan: Rejected by Katie Hunter 03/27/2024 01:33 PM				
	Indicate the date of implementation.				
<b>Corrective Action History</b>	Corrective Action Plan: Submitted by Karen Constantino 03/25/2024 02:28 PM				
	This procedure, for both breakfast and lunch has been added to our checklist of items to complete, so that it will not be missed. Attached is the form for lunch, form 142, completed for lunch. It has been documented in our binder with a checklist. It has also been added to my annual calendar with a reminder so that it is not missed. I have requested from the State Agency to extend the deadline, email is attached.				
	Flagged by Katie Hunter 02/29/2024 02:18 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. 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. Indicate the date of implementation.				

**Report Selections**

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