

HAMBURG BOR BD OF ED-03701930 - 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)	HAMBURG BOR BD OF ED-03701930	126	03/25/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 12:13 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by WILLIAM SABO 03/04/2024 09:54 AM				
	On 15 February 2024, the district sent letters and/or made phone calls regarding each application in question.				
Corrective Action History	Flagged by Katie Hunter 02/23/2024 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. 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 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)	HAMBURG BOR BD OF ED-03701930	209	03/25/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 12:13 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by WILLIAM SABO 03/04/2024 09:49 AM				
	This was completed by 15 February 2024. The webinar has been viewed by staff and going forward an additional staff member will be trained in the verification process and will be assigned the duty of reviewing the applications in accordance with the timelines..				
Corrective Action History	Flagged by Katie Hunter 02/23/2024 02:18 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.				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	HAMBURG BOR BD OF ED-03701930	709	06/18/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 06/18/2024 11:31 AM CAP Accepted				
	Corrective Action Plan: Submitted by RICH RENNIE 06/12/2024 12:03 PM Hamburg is currently reviewing and increasing the prices of our non program foods to ensure we cover all costs of these non program foods				
	Flagged by Lisa Garland 06/11/2024 11:53 AM Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f) Additional Revenue needed to comply Please submit a required Corrective Action Plan Thank You				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	HAMBURG BOR BD OF ED-03701930	807	03/25/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 12:14 PM CAP Accepted				
	Corrective Action Plan: Submitted by WILLIAM SABO 03/04/2024 09:44 AM Racial/ethnic data will be collected via the program enrollment form. When not recorded by the applicant, the program liaison will report the appropriate information using observation. Data submission is assigned to the program liaison. Going forward this form will be completed by October 15th.				
	Flagged by Katie Hunter 02/23/2024 02:18 PM The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: www.nj.gov/agriculture/applic/forms/#5 . 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.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	HAMBURG BOR BD OF ED-03701930	1217	03/25/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 12:14 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by WILLIAM SABO 03/04/2024 09:35 AM				
	The necessary staff members were trained and Hamburg's FSMC [Maschio's] entered the information in the NJDOA Training System. The district will coordinate with Maschio's on the staff member requiring training. This will be done before the school year starts and as necessary for new staff members.				
	Flagged by Katie Hunter 02/23/2024 02:18 PM				
	SFA did not have Board Office staff training tracked or classroom feeding staff training tracked. 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..				

Report Selections

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