LOPATCONG TWP BD OF ED-04102790 - 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)	LOPATCONG TWP BD OF ED-04102790	126	05/13/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 04/18/2024 10:40 AM CAP Accepted				
	Corrective Action Plan: Submitted by Tina Palecek 04/16/2024 03:36 PM April 11, 2024 - Three applications were found misfiled or misplaced for free/reduced lunch determination. On April 11, 2024, an application for student 192410's application was received in the Board Office on April 11, 2024. The determination for this student is free effective April 11, 2024 due to familial annual income. Family of five with an income of $1,600.00 every two weeks. No change in the students status to receive a free lunch. On April 11, 2024, applications for students numbered 191841, 191963, and 191977 had been received, but needed some additional information from the family. Because the family only spoke Spanish, we needed the Superintendent's assistance as interpreter to communicate the needed changes. The family had corrected the information, but the applications had not been returned to the Business Office as of the time of the exit conference. All three students are qualified as free due to income as of April 11, 2024 with no break in eligibility noted.				
	Flagged by Katie Hunter 04/12/2024 12:08 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.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	LOPATCONG TWP BD OF ED-04102790	305	05/13/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 04/18/2024 10:39 AM CAP Accepted				
	Corrective Action Plan: Submitted by Tina Palecek 04/16/2024 03:14 PM April 16, 2024 - On March 15, 2022, the Lopatcong Township BOE approved the updated Policy 8550 - Meal charges/outstanding food service bill in a second reading of the revised policy. The policy was not uploaded to the district website until April 16, 2024.				
	Flagged by Katie Hunter 04/12/2024 12:09 PM Local Charge Policy and Unpaid Meal Policy is outdated, from 2017. SFA must update language to reflect current (as of 2020) NJ Bill rules. Explain in detail the measures taken to ensure that finding 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)	LOPATCONG TWP BD OF ED-04102790	709	07/03/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 07/09/2024 01:29 PM CAP Accepted				
	Corrective Action Plan: Submitted by Tina Palecek 06/26/2024 12:51 PM The Lopatcong Twp. Bd. of Ed.-04102790's corrective action plan for insufficient revenues to cover the costs of those non-program foods in the school food service account is as follows: Starting September 3, 2024, the cost of non-program foods will be raised to ensure that revenue will meet the 33,151 deficit as noted on the submitted NPF revenue tool.				
	Flagged by Lisa Garland 06/26/2024 09:51 AM FINDING: Non-Program Food Revenue Tool. 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				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards (On-Site Assessment Tool)	LOPATCONG TWP BD OF ED-04102790	1219	05/13/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 04/18/2024 10:40 AM CAP Accepted				
	Corrective Action Plan: Submitted by Tina Palecek 04/16/2024 03:43 PM April 16, 2024, the SFA will work with the FSMC to ensure we are included on all rosters for training and documentation of training.				
	Flagged by Katie Hunter 04/12/2024 12:08 PM Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: https://theicn.org/. 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.				
Group 1: CA Count (7)		LOPATCONG TWP BD OF ED-04102790		05/13/2024	CAP Accepted
	Corrective Action Plan: Accepted by Katie Hunter 04/26/2024 10:03 AM CAP Accepted				
	Corrective Action Plan: Submitted by Tina Palecek 04/19/2024 09:43 AM Verification of applications will be redone in accordance with verification process as outlined in Form #273. The Verification Toolkit provided by USDA Food and Nutrition Service, US Department of Agriculture will also be utilized for guidance.				
	Corrective Action Plan: Rejected by Katie Hunter 04/18/2024 10:43 AM SFA must describe the plan for learning and completing the Verification Process. 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 Plan: Submitted by Tina Palecek 04/16/2024 03:41 PM April 11, 2024, all flagged applications were received and verified to be eligible for free lunch in accordance with familial income reported.				

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Corrective Action History	Flagged by Katie Hunter 04/12/2024 12:09 PM The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. 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.
	Flagged by Katie Hunter 04/12/2024 12:09 PM The SFA must update student eligibility status when there are changes in eligibility due to verification results. Changes in eligibility which result in increased benefit levels must be made as soon as possible, but no longer than 3 operating days of the date the SFA makes the final decision with verification. 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation..
	Flagged by Katie Hunter 04/12/2024 12:09 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 implementatio
	Flagged by Katie Hunter 04/12/2024 12:09 PM When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice to Household" (Form 21). 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.
	Flagged by Katie Hunter 04/12/2024 12:09 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.
	Flagged by Katie Hunter 04/12/2024 12:09 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. 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.

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	Flagged by Katie Hunter 04/12/2024 12:09 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. The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated. 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 .Describe in the CAP how this will be corrected.

Report Selections

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