

MULLICA TWP BD OF ED-00103480 - Corrective Action Report

| Section | Form subsection | Site Name | Question # | Due Date | Status |
|----------------------------------|---|--|------------|------------|--------------|
| On-Site Assessment Tool | Verification | | 209 | 02/22/2019 | CAP Accepted |
| Corrective Action History | CAP Accepted Lorena Paredes 02/26/2019 11:50 AM | CAP Accepted | | | |
| | CAP Submitted KAREN GFROEHRER 02/25/2019 04:54 PM | The employee(s) that is responsible for the verification process will attend the annual Bureau of Child Nutrition training webinar. The applications will be selected from the error prone application list first. The implementation date is February 1, 2019. | | | |
| | CAP Rejected Lorena Paredes 02/18/2019 06:08 PM | Please indicate date of (future) implementation. | | | |
| | CAP Submitted KAREN GFROEHRER 02/07/2019 11:02 AM | The employee(s) that is responsible for the verification process will attend the annual Bureau of Child Nutrition training webinar. The applications will be selected from the error prone application list first. | | | |
| | Flagged Lorena Paredes 01/22/2019 10:57 AM | SFA did not choose from Error Prone applications. 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. 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. | | | |
| On-Site Assessment Tool | Verification | | 208 | 02/22/2019 | CAP Accepted |
| Corrective Action History | CAP Accepted Lorena Paredes 02/26/2019 11:49 AM | CAP Accepted | | | |
| | CAP Submitted KAREN GFROEHRER 02/25/2019 04:57 PM | All applications have been reviewed by the business administrator. In the future, all applications will be reviewed by the business administrator (or her designee) for accuracy before notifying parents/guardians of the determination. The implementation date is January 14, 2019. The business administrator, or her designee, will initial and date each application reviewed. The application will be returned to the determining official for follow-up/correction if there is an error or if the application is missing information. | | | |
| | CAP Rejected Lorena Paredes 02/18/2019 06:06 PM | Please indicate date of implementation. | | | |
| | CAP Submitted KAREN GFROEHRER 02/07/2019 11:06 AM | All applications have been reviewed by the business administrator. In the future, all applications will be reviewed by the business administrator (or her designee) for accuracy before notifying parents/guardians of the determination. | | | |
| | Flagged Lorena Paredes 01/22/2019 10:59 AM | The Confirming Official must record on the application the date of the confirmation 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. | | | |
| Off-Site Assessment Tool | Certification and Benefit Issuance | | 110 | 02/22/2019 | CAP Accepted |

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| Corrective Action History | CAP Accepted Lorena Paredes 02/26/2019 11:49 AM | | CAP Accepted | | |
| | CAP Submitted KAREN GFROEHRER 02/25/2019 04:57 PM | | The district will no longer utilize the letters created in the Lunchtime software. The district will use letters issued by the Bureau of Child Nutrition printed on district letterhead. The implementation date was January 14, 2019. | | |
| | CAP Rejected Lorena Paredes 02/18/2019 04:58 PM | | Please indicate date of implementation. | | |
| | CAP Submitted KAREN GFROEHRER 02/07/2019 11:13 AM | | The district will no longer utilize the letters created in the Lunchtime software. The district will use letters issued by the Bureau of Child Nutrition printed on district letterhead. | | |
| | Flagged Lorena Paredes 01/22/2019 11:06 AM | | Households of directly certified students must be notified, in writing, of their eligibility for free meals. The notification must also inform them that no further application for meal benefits is required, that they should notify the SFA if there are additional students in the household not listed on the notification and that they have the option to decline benefits. The letter used by your district does not contain the section to include additional household students not listed on the notification. The State Agency direct certification letter is recommended. An SFA developed letter can be used as long as it contains all the required information indicated above. 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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| Off-Site Assessment Tool | Local School Wellness | | 1002 | 02/22/2019 | CAP Accepted |
| Corrective Action History | CAP Accepted Lorena Paredes 02/26/2019 11:48 AM | CAP Accepted | | | |
| | CAP Submitted KAREN GFROEHRER 02/25/2019 05:00 PM | The date of implementation is February 15, 2019. It will be reviewed at the first meeting of the school year. A plan will be developed by the committee to address any areas of concern. | | | |
| | CAP Rejected Lorena Paredes 02/18/2019 04:49 PM | Please indicate a date of implementation in which the Local Wellness Policy will be reviewed. | | | |
| | CAP Submitted KAREN GFROEHRER 02/15/2019 10:36 AM | <p>The Wellness Committee has reviewed the Wellness Policy. Please see the attached Wellness Policy Assessment Tool. In the future, the policy will be reviewed annually at the first meeting of the school year. The Wellness Policy Assessment Tool will be utilized to assess the policy.</p> <p>All policies are updated whenever required by statute on an on-going basis.</p> <p>www.mullicschools.com click on the district tab, then cafeteria link, then wellness policy link.</p> | | | |
| | Flagged Lorena Paredes 01/22/2019 11:12 AM | The Local School Wellness Policy must be reviewed and updated periodically. An example would be to update the policy at an annual stakeholders' meeting. 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. | | | |
| On-Site Assessment Tool | Verification | | 211 | 02/22/2019 | CAP Accepted |

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| Corrective Action History | CAP Accepted Lorena Paredes 02/26/2019 11:48 AM | | CAP Accepted | | |
| | CAP Submitted KAREN GFROEHRER 02/25/2019 05:06 PM | | The district will use form #236 "We Must Check Your Application" letter in the future. The implementation date is February 22, 2019. The person processing the meal application verification will attend the Bureau of Child Nutrition verification webinar annually and follow all mandates expressed in the training. Verification will be reviewed by the Business Administrator, or her designee, prior to finalization of the process. | | |
| | CAP Rejected Lorena Paredes 02/18/2019 07:53 PM | | Letter does not have to be on district letterhead but does need to include the following statement: <i>The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free and reduced priced meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced priced meals.</i> Please ensure this statement is on the letter generated from Lunchtime. Please indicate date of implementation. | | |
| | CAP Submitted KAREN GFROEHRER 02/07/2019 11:05 AM | | The Richard B. Russel National School Lunch Act statement and non-discrimination statement have been updated in Lunchtime software to include the required language. That attached letter was generated from Lunchtime but is not printed on letterhead. Please let me know if you would prefer the letter printed on letterhead. | | |
| | Flagged Lorena Paredes 01/22/2019 10:55 AM | | The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (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. | | |
| On-Site Assessment Tool - Site | Meal Counting and Claiming - Review Period | MULLICA TWP ELEMENTARY | 325 | 03/19/2019 | CAP Accepted |

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| Section | Form subsection | Site Name | Question # | Due Date | Status |
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| Corrective Action History | CAP Accepted Lorena Paredes 02/22/2019 01:22 PM | | | | CAP Accepted |
| | CAP Submitted KYLE DIVITO 02/22/2019 01:21 PM | | | | As of 1/8/19 weekly coded rosters have been implemented for use for PreK lunch. Kindergarten is also using coded rosters as of 1/8/19, that the cashier checks off the students getting a reimbursable meal in the serving line and then the meals counts are then entered into the POS from the rosters. |
| | Flagged Lorena Paredes 02/22/2019 01:00 PM | | | | The state agency has determined that the inaccurate method of combining and recording of meals for lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. 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. Fiscal action will be taken. An over claim may be assessed. |
| On-Site Assessment Tool | Professional Standards | | 1219 | 02/22/2019 | CAP Accepted |
| Corrective Action History | CAP Accepted Lorena Paredes 02/21/2019 01:24 PM | | | | CAP Accepted |
| | CAP Submitted KAREN GFROEHRER 02/13/2019 02:55 PM | | | | The teachers responsible for providing breakfast and/or lunch in the classroom attended a staff meeting which included the civil rights training. In the future, the civil rights training will be required of all staff (except custodians) at the start of the school year. The training is an online training provided through Public School Works. |
| | Flagged Lorena Paredes 01/22/2019 10:53 AM | | | | 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 be sufficiently trained on areas related to their job duties such as Civil Rights, Offer Vs Serve, and identifying reimbursable meals. 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: http://professionalstandards.nal.usda.gov/ . 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.. |
| On-Site Assessment Tool | Certification and Benefit Issuance | | 126 | 02/22/2019 | CAP Accepted |
| Corrective Action History | CAP Accepted Lorena Paredes 02/18/2019 07:13 PM | | | | CAP Accepted |
| | CAP Submitted KAREN GFROEHRER 02/07/2019 11:08 AM | | | | All errors have been corrected. Corrective actions to enhance the review process. |
| | Flagged Lorena Paredes 01/22/2019 11:01 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.) The SFA must indicate the date of correction for all application errors. |
| On-Site Assessment Tool - Site | Meal Counting and Claiming - Day of Review | MULLICA TWP ELEMENTARY | 318 | 02/22/2019 | CAP Accepted |

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| Corrective Action History | CAP Accepted Lorena Paredes 02/17/2019 10:48 PM | CAP Accepted | | | |
| | CAP Submitted KYLE DIVITO 01/22/2019 11:51 AM | As of 1/8/19 weekly coded rosters have been implemented for use for PreK lunch. Kindergarten is also using coded rosters as of 1/8/19, that the cashier checks off the students getting a reimbursable meal in the serving line and then the meals counts are then entered into the POS from the rosters. | | | |
| | Flagged Lorena Paredes 01/22/2019 11:18 AM | The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. Email orders provided by the four preschool teachers in the morning cannot be used as the meal counts for claiming. In addition, the Kindergarten grade students were observed going through the line and not being checked by a cashier to ensure that a reimbursable meal is taken because a handwritten order form is provided to cashier. The cashier then utilizes this order to put in the meal counts for the day after the students have gone through the line and not at the point of service. The meal counting system must be corrected. 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. Fiscal action will be taken. An over claim may be assessed. | | | |
| Off-Site Assessment Tool | Local School Wellness | | 1003 | 02/22/2019 | CAP Accepted |

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| Corrective Action History | CAP Accepted Lorena Paredes 02/17/2019 10:41 PM | CAP Accepted | | | |
| | CAP Submitted KAREN GFROEHRER 02/15/2019 10:30 AM | <p>The Wellness Policy Committee reviews the policy annually as a committee of the whole. The current committee is:</p> <p>Rhonda Goodrich - Nurse & Parent</p> <p>Sarah Goodrich - Student</p> <p>Marguerite Tomasello - PE Teacher</p> <p>Andrew Weber - Superintendent</p> <p>Laura Englemann - Parent</p> <p>Wyatt Englemann - Student</p> <p>Susan Polk - Community Member</p> <p>Kelly Mierzwinski - Teacher</p> <p>Maris Lynn - Principal</p> <p>Donna Leshner - Principal</p> <p>Heidi Farber - Teacher</p> <p>Jacki Lugg - Parent & Teacher</p> <p>The policy was reviewed at the January 10, 2019 meeting and will be reviewed annually at the first meeting of the school year. The committee meets quarterly. The board members declined to be part of the Wellness Committee.</p> | | | |
| | Flagged Lorena Paredes 01/22/2019 11:11 AM | <p>SFAs must permit stakeholders including parents and students (in addition to representatives of the school district, physical education teachers, school health professionals, the school board, school administrators, and the general public) to participate in reviewing and updating the Local School Wellness Policy. 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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| On-Site Assessment Tool - Site | Civil Rights | MULLICA TWP ELEMENTARY | 811 | | CAP Removed |
| Corrective Action History | CAP Removed Lorena Paredes 01/22/2019 11:09 AM | CAP Removed | | | |
| | Flagged Lorena Paredes 01/16/2019 02:00 PM | SFA did not have the current USDA "And Justice for All" poster displayed in the classroom for the preschool students. 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. | | | |
| On-Site Assessment Tool - Site | Meal Components and Quantities - Day of Review | MULLICA TWP ELEMENTARY | 404 | | CAP Removed |
| Corrective Action History | CAP Removed Lorena Paredes 01/22/2019 06:26 AM | CAP Removed | | | |
| | Flagged Lorena Paredes 01/16/2019 01:40 PM | Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable lunch. Posting only a menu does not meet this requirement. 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. | | | |