

Administrative Review Report

BURL CO SP SERV SCH DIST-005-00605 Burlington County

Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date	05/12/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 04/06/2017 02:35 PM	One incorrectly determined application was found during the State Agency review of the selected applications .The error was recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA sent Form 255 to the household while reviewer was onsite. 10 day grace period provided to the household prior to decline in benefits. No further corrective action required.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	208	
Due Date	05/12/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 04/05/2017 10:48 AM	The Confirming Official must record on the Verification Tracker 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.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	213	
Due Date	05/12/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 04/05/2017 10:51 AM	The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Letter to Notify Household of Audit Results" (Form 255). 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.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1221	
Due Date	05/12/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 04/06/2017 02:40 PM	Teachers serving and/or counting meals in the classroom must have annual Civil Rights training and Offer vs. Serve training (including Standard Operating Procedures for completing classroom rosters).Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc.. 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.
Site Name	WESTAMPTON-MAIN	
Form Name	On-Site Assessment Tool - Site	
Question #	318	
Due Date	05/12/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 04/06/2017 03:00 PM	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast and lunch. Point of service means that point in the food service operation where a determination can be made that a

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		reimbursable free, reduced price or paid meal has been served to an eligible child. This means that the teachers checking the rosters for classroom feeding and those scanning the cards for students served at the tables, must ensure the students has the meal in his/her possession and that all required components have been selected in reimbursable quantities PRIOR to checking the name/scanning the cards. 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.
Site Name	WESTAMPTON-MAIN	
Form Name	On-Site Assessment Tool - Site	
Question #	410	
Due Date	05/12/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Martin 04/06/2017 03:13 PM	Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, 9-12, K-8). Production records must accurately list all component offerings with portion sizes served. Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.