

## BERLIN TWP BD OF ED-00700340 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		126	02/19/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/06/2019 12:37 PM	CAP Accepted			
	CAP Submitted MEGAN STODDART 02/06/2019 12:19 PM	By January 17, 2019, all applications were corrected.			
	CAP Rejected Amy Martin 02/06/2019 10:45 AM	Please tell me the date that the formal notification was sent. This is considered your correction date. Do not list the names of each student, just the date the last application was corrected. Thanks.			
	CAP Submitted MEGAN STODDART 02/01/2019 10:00 AM	We have taken multiple steps at this time to send home applications for completion per our exit conference with Amy. At this point we have received several back. We are waiting for the 10th working day to reduce the status on those who have not submitted the information. We have formally notified the parents who have not complied of the reduction in status that is approaching.			
	Flagged Amy Martin 01/16/2019 09:43 AM	Seven 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.			
Off-Site Assessment Tool	Civil Rights		807	02/19/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/06/2019 10:42 AM	CAP Accepted			
	CAP Submitted MEGAN STODDART 02/01/2019 09:52 AM	Attached Civil Rights Form for JFK & DDE			
	Flagged Amy Martin 01/16/2019 09:41 AM	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: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a> . 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		215	02/19/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/06/2019 10:42 AM	CAP Accepted			
	CAP Submitted MEGAN STODDART 02/01/2019 09:54 AM	I have made detailed notes as per our exit conference with Amy Martin. I will follow the appropriate guidelines to make sure that all components of the verification are COMPLETED by 11/15/19.			
	Flagged Amy Martin 01/16/2019 09:42 AM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application 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.			
On-Site Assessment Tool	Verification		214	02/19/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/06/2019 10:42 AM	CAP Accepted			
	CAP Submitted MEGAN STODDART 02/01/2019 09:56 AM	The Business Administrator and Determining Official are now aware that we need to give 10 working days upon implementing a reduction in benefit. We will be aware of this for any future occurrences.			
	Flagged Amy Martin 01/16/2019 09:42 AM	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..			
On-Site Assessment Tool	Verification		212	02/19/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/06/2019 10:41 AM	CAP Accepted			
	CAP Submitted MEGAN STODDART 02/01/2019 09:57 AM	Again, detailed notes have been taken with regards to the appropriate steps and timelines for verification. We will follow all appropriate guidelines for next year's verification process.			
	Flagged Amy Martin 01/16/2019 09:43 AM	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 We Must Check Your Application" (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.			
On-Site Assessment Tool	Verification		209	02/19/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/06/2019 10:41 AM	CAP Accepted			
	CAP Submitted MEGAN STODDART 02/01/2019 09:58 AM	The Business Administrator has communicated with the determining official to make sure that she notes "error prone" on the appropriate applications. The "error prone" applications will be taken first when the required amount of applications is determined during the first step of verification.			
	Flagged Amy Martin 01/16/2019 09:43 AM	<p>Applications chosen for verification were not error prone (EP). According to the SFA's submitted FNS-742, there were zero error prone applications on file as of Oct 1st. However, since the EP applications were not identified during the initial determination, this number was incorrect. The SA reviewer determined that there were two EP applications in the sample size. Applications selected for verification must be chosen randomly from EP applications first. If there are not enough EP 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.</p> <p>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.</p>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Smart Snacks in School	DWIGHT D EISENHOWER MEM	1105	02/19/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/06/2019 10:41 AM	CAP Accepted			
	CAP Submitted LUCIA HENRY 02/04/2019 12:43 PM	<p>The Rich's Savagely Sour Blue Raspberry was made unavailable to students as of 2/4/19 and will not be reordered.</p> <p>As of 2/4/19 The 11.5oz 100% SNAPPLE juice was separated in the beverage cooler and made unavailable to the 4th and 5th graders</p>			
	Flagged Amy Martin 01/16/2019 09:41 AM	<p>All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) One item, the 2.5 fl oz Rich's Savagely Sour Blue Raspberry ice pop did not meet the first ingredient requirement. Ingredients on the popsicle were Water, Sugar...therefore this item can not be sold. In addition since the school is mixed grades (4 to 8), all beverages sold a la cart must meet the requirements for the youngest age/grades. One item (available in a variety of flavors) the 11.5 oz 100% Juice Snapple, exceeds the 8 fl oz maximum for the elementary age (4th and 5th grade) students. Explain in detail, how the findings will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date implemented.</p>			
On-Site Assessment Tool	Food Safety, Storage and Buy American		1403	02/19/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Amy Martin 02/06/2019 10:40 AM	CAP Accepted			
	CAP Submitted LUCIA HENRY 02/04/2019 12:48 PM	<p>As of 2/4/19 all products in the kitchen are manufactured in the US.</p> <p>There is a documentation attached regarding the distributor substituting Canadian Green Beans due to the cost difference.</p>			
	Flagged Amy Martin 01/16/2019 09:42 AM	<p>One product, the Harvest Value green beans are a product of Canada. Exemption documentation was not available for foods that did not meet the Buy American provision. 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>			
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	11/26/2018	CAP Accepted

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Corrective Action History	CAP Accepted Lisa Garland 11/26/2018 02:08 PM				CAP Accepted
	CAP Submitted LUCIA HENRY 11/26/2018 02:05 PM				<p>Going forward, SFA's revenue's ration via the tool will equal or exceed the SFA's food cost ratio.</p> <p>We evaluated the cost of a la carte items and changed the price to bring it up to at least 2.5% of the cost of individual item.</p> <p>This will be monitored by K.Lee Dixon as the Operations Manager. This process was begun in September 2017 and is monitored monthly.</p>
	Flagged Lisa Garland 11/16/2018 02:24 PM				<p><b>Finding: Revenue from Non-program Foods</b></p> <p><b>Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f).</b></p>