

## GOOD SHEPHERD ACADEMY-01450011 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance (100 - 121)		111	02/09/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:48 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:47 AM	If one student is receiving SNAP or TANF benefits then all the rest of the family members are included.		
			Flagged Katie Hunter 01/05/2018 02:28 PM	If one student in a household is receiving SNAP or TANF benefits, free meal eligibility must be extended to all students in the household. 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	Off-Site Assessment Tool	Certification and Benefit Issuance (100 - 121)		115	02/09/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:41 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 12:02 PM	The information is transferred into the Power School Website.		
			Flagged Katie Hunter 01/05/2018 02:27 PM	Must answer question #115		
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance (100 - 121)		120	02/09/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:44 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:18 AM	Changes are made when we have a new student, they are given an application to fill out. When a student transfers or withdraws from the school, we update our Master Eligibility List. This is done at the beginning of each new school year.		
			Flagged Katie Hunter 01/05/2018 02:28 PM	SFAs must update the point of service and benefit issuance documents when new students are approved, students transfer or withdraw and/or if a new certification document (DC/application) is not approved by the end of the 30 day carryover period. 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	Off-Site Assessment Tool	Verification (200 - 204)		201	02/09/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:45 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:34 AM	Verifying Official is Sr. Jane Feltz. She is the Principal		
			Flagged Katie Hunter 01/05/2018 02:28 PM	Must answer #201		
Off-Site Assessment Tool	Off-Site Assessment Tool	Verification (200 - 204)		202	02/09/2018	CAP Accepted

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<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:48 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:51 AM	Confirming Official is Ceil McAllister, Administrative Assistant		
			Flagged Katie Hunter 01/05/2018 02:29 PM	The confirming official must be an individual who did not make the original eligibility determination on the applications. 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	Off-Site Assessment Tool	Civil Rights (800 - 807)		800	02/09/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:42 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:10 AM	The Non-Discrimination Policy is in Good Shepherd Academy Parent/Student Handbook and also in the schools website.		
			Flagged Katie Hunter 01/05/2018 02:27 PM	The SFA must use the most current non-discrimination statement on all program materials made available to the public. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below: <a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</a> . Explain, in detail, how the correct non discrimination statement will be incorporated in program materials and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Civil Rights (800 - 807)		802	02/09/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:44 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:21 AM	Upon request we would give Spanish families an application if needed.		
			Flagged Katie Hunter 01/05/2018 02:28 PM	The SFA must take reasonable steps to ensure households who have limited ability to speak, read, write or understand English have access to programs and services. Examples include making meal applications available in multiple languages, having bilingual staff, written language services, 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.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Civil Rights (800 - 807)		803	02/09/2018	CAP Accepted

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<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:43 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:14 AM	A meeting will be scheduled between the parent and the principal. At present we do not have a form.		
			Flagged Katie Hunter 01/05/2018 02:27 PM	SFAs must have a procedure for receiving and processing complaints alleging discrimination in the school meal programs. Complaints can be verbal or written.. The USDA Program Discrimination Complaint Form (#148) can be used and is available on the Department Of Agriculture web site at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a> . Civil rights complaints can either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office. Complaints can also be sent directly to the U.S. Department of Agriculture by (1) mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</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.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness (1000 - 1006)		1002	02/09/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:45 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:37 AM	When one is completed it will be updated before the beginning of each new school year. There will be a meeting setup between Sr. Jane, the nurse and the school food service administration.		
			Flagged Katie Hunter 01/05/2018 02:28 PM	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.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness (1000 - 1006)		1003	02/09/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:45 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:26 AM	In the process of doing a Wellness Policy. The Principal and Nursewill be involved in reviewing and updating it.		
			Flagged Katie Hunter 01/05/2018 02:28 PM	SFAs must permit stakeholders ( parents, students, 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.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness (1000 - 1006)		1004	02/09/2018	CAP Accepted

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<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:48 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:59 AM	When Sr. Jane attends a School Board Meeting, she would make members aware of the Wellness Policy and ask for their participation.		
			Flagged Katie Hunter 01/05/2018 02:30 PM	SFAs must make potential stakeholders (parents, students, representatives of the school district, physical education teachers, school health professionals, the school board, school administrators, and the general public) aware of their ability to participate in the development, implementation, review and update of the local school wellness policy. Examples of notifying the public include sending a district-wide email, posting information on the school web site or posting flyers in various locations. 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	Off-Site Assessment Tool	Local School Wellness (1000 - 1006)		1006	02/09/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:45 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:33 AM	When one is created, parents can go into the schools website to view it.		
			Flagged Katie Hunter 01/05/2018 02:28 PM	SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web site. 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	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)		1600	02/09/2018	CAP Removed
<b>Corrective Action History</b>			CAP Removed Katie Hunter 01/05/2018 02:29 PM	CAP Removed		
			Flagged Katie Hunter 01/05/2018 01:26 PM	SFAs must inform households of the availability of the School Breakfast Program at the beginning of the school year and send reminders about the program throughout the school year. Information can be included on printed material or menus that are distributed to households or can be posted on the SFA's web site. 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	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)		1601	02/09/2018	CAP Accepted

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<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:48 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:50 AM	Flyers will be posted on the schools website		
			Flagged Katie Hunter 01/05/2018 02:29 PM	SFA must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's web site: <a href="http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf">http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf</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	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		126	02/09/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:44 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:14 AM	Yes		
			Flagged Katie Hunter 01/05/2018 02:28 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.) The SFA must indicate the date of correction for all application errors.		
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		130	02/09/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:43 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:11 AM	Yes		
			Flagged Katie Hunter 01/05/2018 02:27 PM			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		138	02/09/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:45 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:30 AM	Corrections were made on the same day as the review November 14, 2017.		
			Flagged Katie Hunter 01/05/2018 02:28 PM	The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		140	02/09/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 02/16/2018 12:48 PM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:47 AM	Yes		
			Flagged Katie Hunter 01/05/2018 02:29 PM	After conducting each direct certification match in SNEARS, the SFA must update benefit issuance documents, as applicable, to ensure eligible students receive benefits. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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	On-Site Assessment Tool	Civil Rights (809 - 810)		810	02/09/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 03/02/2018 08:50 AM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 02/23/2018 05:13 PM	GSA , Nutley NJ will continue to include the current non-discrimination statement on all program materials/documents distributed to households or posted on their website. GSA will inform Maschio's Food Service to include the non-discrimination statement on the pre-printed forms they give us to distribute to our school families at the start of each new school year in September.		
			CAP Rejected Katie Hunter 02/16/2018 12:47 PM	Good Shepherd Academy MUST use the current USDA non-discrimination statement listed below: The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: <a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</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.		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:45 AM	Non-Discrimination Policy Good Shepherd Academy admits students of any race, color, national and ethnic origin, gender, disability to all the rights, privileges, programs and activities generally accorded or made available to students at Good Shepherd Academy. Good Shepherd Academy does not discriminate on the basis of race, color, nationality, ethic origin, gender, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs athletic, and other school-administered programs.		
			Flagged Katie Hunter 01/05/2018 02:28 PM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: <a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</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 - Site	On-Site Assessment Tool - Site	SFA On-Site Monitoring (901 - 903)	GOOD SHEPHERD ACAD	901	02/09/2018	CAP Accepted

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<b>Corrective Action History</b>			CAP Accepted Katie Hunter 03/02/2018 08:49 AM	CAP Accepted		
			CAP Submitted SR. JANE FELTZ 02/23/2018 05:22 PM	The last NSLP On-Site Review Form 142, that GSA Nutley has in their file is dated December 20, 2017. Good Shepherd Academy will be sure to Complete Form 142 for the school year 2018-2019 before February 1st 2019.		
			CAP Rejected Katie Hunter 02/16/2018 12:42 PM	Please answer the following: All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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 request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability 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.		
			CAP Submitted SR. JANE FELTZ 01/31/2018 11:05 AM	Yes		
			Flagged Katie Hunter 01/05/2018 02:27 PM	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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 request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability 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.		