

WEEHAWKEN BD OF ED-01705580 - 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	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:05 PM	CAP Accepted			
			CAP Submitted NOELLE WELZ 02/05/2018 01:54 PM	All students who are receiving SNAP or TANF benefits will be checked in PowerSchool for any siblings so they can also receive free benefits. This procedure will be done at the Central Office and double checked by the School Secretary			
			Flagged Katie Hunter 01/05/2018 03:36 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	Meal Counting and Claiming (300 - 311)		306	02/09/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:04 PM	CAP Accepted			
			CAP Submitted NOELLE WELZ 02/05/2018 02:40 PM	Food Service Director reviews edits at each school daily, and edit check worksheets are compared before certifying reimbursement claim			
			Flagged Katie Hunter 01/05/2018 03:36 PM	Edit check worksheets must be completed and required comparisons made prior to submitting and certifying the reimbursement claim. The SFA must compare each site's daily counts of free, reduced and paid meals against the number of students in that site currently eligible for free, reduced and paid meals and the attendance adjusted eligible. 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. Who reviews the edits at each school? What sort of daily review is conducted?			
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods (710)		710	11/20/2017	Flagged	
Corrective Action History			Flagged Cybersoft Support 07/06/2018 09:56 AM				
Off-Site Assessment Tool	Off-Site Assessment Tool	Civil Rights (800 - 807)		805	02/09/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:03 PM	CAP Accepted			
			CAP Submitted NOELLE WELZ 02/07/2018 09:04 AM	form of notification used is not per NJDA regulations. NJDA regulations will be reviewed and implemented immediately			
			Flagged Katie Hunter 01/05/2018 03:35 PM	The SFA must make reasonable accommodations for students with special dietary needs. When a student has a life threatening disability that has been medically documented by a licensed physician, accommodations must be made. Documentation must include a written statement of the need for substitution(s) that includes recommended alternate foods. When a student has a food intolerance, accommodations may be made, but are not required. 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	Off-Site Assessment Tool	Civil Rights (800 - 807)		806	02/09/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:02 PM	CAP Accepted		
			CAP Submitted NOELLE WELZ 01/30/2018 10:18 AM	Aides and lunch staff received HIB training on Dec 22, 2016 and Affirmative Action training (along with everyone else in the district) on 9/6/2017.		
			Flagged Katie Hunter 01/05/2018 03:35 PM	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. 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 Removed
Corrective Action History			CAP Removed Katie Hunter 11/30/2017 01:30 PM	CAP Removed		
			Flagged Katie Hunter 11/27/2017 02:34 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)		1004	02/09/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:07 PM	CAP Accepted		
			CAP Submitted NOELLE WELZ 01/30/2018 10:19 AM	Under the lunch program tab we have provided a bulletin board to let potential stakeholders know they can: attend the annual wellness policy meeting (date will be posted on the website),view the wellness policy, leave suggestions or contact the BOE office to leave their suggestions to improve the program. Stakeholders can also attend the bi-annual menu planning committee meetings, dates will be posted on the website.They can also contact the FSMC cafe office to discuss improvements to the program.		
			Flagged Katie Hunter 01/05/2018 03:37 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	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)		1601	02/09/2018	CAP Removed

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Corrective Action History			CAP Removed Katie Hunter 11/30/2017 01:31 PM	CAP Removed		
			Flagged Katie Hunter 11/27/2017 02:39 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: http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf . 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
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:02 PM	CAP Accepted		
			CAP Submitted NOELLE WELZ 02/05/2018 02:09 PM	Form 255 was sent to household with errors on applications. Those that sent corrected applications were changed accordingly.		
			Flagged Katie Hunter 01/05/2018 03:35 PM			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		131	02/09/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:12 PM	CAP Accepted		
			CAP Submitted NOELLE WELZ 02/07/2018 08:45 AM	Student was accidentally marked as reduced instead of free. Applications will be double checked for accuracy in the future		
			Flagged Katie Hunter 01/05/2018 03:36 PM	During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2. The completed SFA-2 must be uploaded in Documents within the required 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	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		133	02/09/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:01 PM	CAP Accepted		
			CAP Submitted NOELLE WELZ 02/07/2018 08:43 AM	student was accidentally left on direct certification from previous year. steps will be taken to make sure all previous year classification will be deleted when downloading new school year direct certifications		
			Flagged Katie Hunter 01/05/2018 03:34 PM	Documentation for students directly certified as SNAP, TANF and foster is required. Certification errors were found during the State Agency review of documentation for directly certified students. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all direct certification errors recorded. The completed SFA-1 must be uploaded in Documents within the deadline to complete corrective action. 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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On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		137	02/09/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:06 PM	CAP Accepted			
			CAP Submitted NOELLE WELZ 02/07/2018 08:47 AM	Steps will be taken in the future to assure that 1) if an application is returned to household a copy is kept in central office, 2) applications will be monitored weekly			
			Flagged Katie Hunter 01/05/2018 03:37 PM	Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA. 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)		138	02/09/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:04 PM	CAP Accepted			
			CAP Submitted NOELLE WELZ 02/07/2018 01:17 PM	interviewer explained in detail why error occurred and left booklet with all documents/formas so that in the future all changes in eligibility will be updated with correct documents and in a timely manner			
			Flagged Katie Hunter 01/05/2018 03:36 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.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		141	02/09/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:01 PM	CAP Accepted			
			CAP Submitted NOELLE WELZ 02/05/2018 02:11 PM	All students who are directly certified/supplied SNAP /TANF number will be checked in PowerSchool for any other students in household at Central office and at School			
			Flagged Katie Hunter 01/05/2018 03:34 PM	The SFA must extend free meal benefits to all students living in a household where any member has either been directly certified or has submitted an application with a SNAP or TANF case number. 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	Verification (207 - 215)		207	02/09/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:07 PM	CAP Accepted		
			CAP Submitted NOELLE WELZ 02/07/2018 08:57 AM	Interviewer left a calendar and explained in detail the process for verification. More webinar/training for new school year will be implemented		
			Flagged Katie Hunter 01/05/2018 03:37 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. 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. 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..		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		209	02/09/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:03 PM	CAP Accepted		
			CAP Submitted NOELLE WELZ 02/07/2018 10:02 AM	calendar and process was interpreted in correctly, more training webinars and also explanation and training by interviewer will insure no re-occurrence in future		
			Flagged Katie Hunter 01/05/2018 03:36 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.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		211	02/09/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:05 PM	CAP Accepted		
			CAP Submitted NOELLE WELZ 02/05/2018 02:50 PM	Form 236 was sent to household without a copy for Central office. In future form will be copied prior to sending to household		
			Flagged Katie Hunter 01/05/2018 03:36 PM	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	On-Site Assessment Tool	Verification (207 - 215)		213	02/09/2018	CAP Accepted

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Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:06 PM	CAP Accepted		
			CAP Submitted NOELLE WELZ 02/07/2018 09:01 AM	Date of implementation 12/10/17, Form 255 was sent to household In future, form 255 will be used		
			Flagged Katie Hunter 01/05/2018 03:37 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 "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.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		215	02/09/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:00 PM	CAP Accepted		
			CAP Submitted NOELLE WELZ 02/05/2018 02:04 PM	Interviewer explained in detail process for Verification including leaving a calendar along with details on various workshops and webinars that will be attended in the future.		
			Flagged Katie Hunter 01/05/2018 03:34 PM	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	On-Site Assessment Tool	Food Safety, Storage and Buy American (1400 - 1402)		1400	02/09/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:02 PM	CAP Accepted		
			CAP Submitted NOELLE WELZ 02/07/2018 09:30 AM	Each serving location has a binder with HACCP SOP's that will now be reviewed annually. Cooking equipment and procedures in the district have not changed since the SOP's had their last review.		
			Flagged Katie Hunter 01/05/2018 03:35 PM	The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. 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 - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American(1403 - 1410)	THEODORE ROOSEVELT NO.5	1405	02/09/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 01:06 PM	CAP Accepted			
			CAP Submitted DOUG KATZ 01/08/2018 11:02 AM	Letters will be sent to the BOH semi-annually reminding them of this requirement. We will request a regular schedule. The missing inspection was completed before the end of the AR.			
			Flagged Katie Hunter 01/05/2018 03:37 PM	Either only one, none or an outdated food safety inspection report was posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected.			