

# Administrative Review Report

UNION TWP BD OF ED – 019-05270 – Hunterdon County

## Findings and Corrective Action:

<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	103	
<b>Due Date</b>	07/06/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 06/06/2017 03:19 PM	A student's free or reduced price eligibility from the prior academic school year must be carried over into the current school year for up to 30 operating days beginning on the first operating day of school or until a new eligibility determination is made in the current school year, whichever comes first. It is strongly suggested that a SFA representative view the Certification & Benefit Issuance Determining Officials webinar, which can be located in the Training Tab in SNEARS, in order to fully understand the free and reduced price application process. 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.
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	803	
<b>Due Date</b>	07/06/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 06/06/2017 03:19 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. If not done so already post the USDA complaint form on the district's website. The form is available 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 USDA 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.
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	208	
<b>Due Date</b>	07/06/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 06/06/2017 03:19 PM	The Confirming Official must record on the state agency 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.
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	213	
<b>Due Date</b>	07/06/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 06/06/2017 03:55 PM	
<b>Corrective Action History</b>	Flagged Janice Vecchione 06/06/2017 02:32 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.
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	214	
<b>Due Date</b>	07/06/2017	

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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 06/06/2017 03:20 PM	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..