

EAST WINDSOR REG BOE-02101245 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	EAST WINDSOR REG BOE-02101245	126	02/29/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 04/16/2024 01:16 PM CAP Accepted				
	Corrective Action Plan: Submitted by HELENE CIMINO 04/16/2024 12:25 PM Corrections were made to each of the five applications that had errors. The parents of application numbers 2230, 2148, 2075, and 2063 were contacted for their Social Security Number information, and the information was added to the applications on January 23, 2024. Application number 2303 was mistakenly categorized as "Free", corrections were made, and benefits were changed to "Reduced" on January 24, 2024. The parents were notified of the change made to their lunch status by mail on January 25, 2024.				
	Corrective Action Plan: Rejected by Corinne Santos-Hernandez 04/16/2024 12:04 PM Please include the date of implementation.				
	Corrective Action Plan: Submitted by HELENE CIMINO 04/11/2024 09:07 AM Corrections were made to each of the 5 applications with errors. Parents were contacted for SSN information and notified by mail of any changes to lunch status.				
	Flagged by Corinne Santos-Hernandez 01/29/2024 07:47 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 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.				
	There are 5 application errors that were reviewed from the 450 applications. One application was incorrectly determined as Free when it should be reduced. The remaining 4 applications had missing SSN or no SSN box was checked off.				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	EAST WINDSOR REG BOE-02101245	806	02/29/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 04/16/2024 12:04 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by HELENE CIMINO 04/16/2024 09:48 AM					
	Civil rights training was completed by both people involved with processing lunch applications on November 29, 2023. We have ensured that all future Civil Rights trainings will be completed by the due date required by the state.					
Corrective Action History	Flagged by Corinne Santos-Hernandez 01/29/2024 07:47 PM					
	Annual civil rights training should be conducted annually by September 30th and 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. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found 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.					
	Professional Standards	Professional Standards (On-Site Assessment Tool)	EAST WINDSOR REG BOE-02101245	1217	02/29/2024	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 04/16/2024 12:03 PM				
CAP Accepted						
Corrective Action Plan: Submitted by HELENE CIMINO 04/16/2024 10:18 AM						
SFA will implement USDA tracker to document to be used annually to document minimum standards requirements. Documentation of training hours will be effect 4/16/24.						
Corrective Action History	Flagged by Corinne Santos-Hernandez 01/30/2024 09:54 AM					
	Administrative, office and/or other school staff who regularly work on National School Lunch and School Breakfast related activities throughout the school year must meet professional standard training requirements. Documentation of training hours completed by all employees must also be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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..					
	Group 1: CA Count (2)		EAST WINDSOR REG BOE-02101245		02/29/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 04/16/2024 12:03 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HELENE CIMINO 03/25/2024 04:33 PM				
	Two NJEIE applicants were chosen accidentally for verification by Genesis. It will be known in the future that NJEIE applications are not to be included in verification process.				
	Flagged by Corinne Santos-Hernandez 01/29/2024 07:46 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.					
Flagged by Corinne Santos-Hernandez 01/30/2024 09:56 AM					
The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. 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. The number of applications that needed to be verified for the SFA is 20. Two of the applications that were chosen are NJEIE. These applications should not be included in the verification process. 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.					

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged