

## WHARTON BORO BD OF ED-02705770 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		126	07/16/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Dianne Kennedy 07/10/2018 09:35 AM	CAP Accepted			
			CAP Submitted SANDY CAMMARATA 06/24/2018 01:15 PM	<p>The Business Administrator will ensure that all determining officials for the District have attended or watched the webinar on Certifying Applications and only determine applications as TANF or SNAP that have a case number with 10 digits. In NJ, the case number begins with "C", "S", or "G" followed by six numeric numbers and ending with a three digit county code.</p> <p>Form 255 was mailed to the family on Application 33 informing them effective 6/21/18 their lunch status would change to Paid. The MEL and software was changed to reflect the new status.</p>			
			Flagged Dianne Kennedy 06/15/2018 01:11 PM	<p>Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Application 33 was incorrectly determined free. Applicant wrote a 7 digit case number on the application. The DO determined that the applicant was free due to the case number. Application 33 was over income for the household amount listed. Applicant should be denied and paid.</p> <p>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.</p>			
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards		1220	07/16/2018	CAP Removed	
<b>Corrective Action History</b>			CAP Removed Dianne Kennedy 06/11/2018 09:01 PM	CAP Removed			
			Flagged Dianne Kennedy 06/11/2018 09:01 PM	<p>All employees, including newly hired employees, must meet annual training requirements. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.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.</p>			
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods		710	06/08/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Lisa Garland 06/05/2018 09:45 AM	CAP Accepted			
			CAP Submitted SANDY CAMMARATA 06/05/2018 09:45 AM	Going forward the school district will properly complete the Non Program Food Revenue Tool annually. We will ensure that the Non Program Revenue Tool will match the figures to our exhibit B5 and include all of its Non Program Food Program Revenue and Cost and its calculation. The SFA's revenues ratio via the tool will equal or exceed the SFA's food cost ratio. We will increase revenues on Adult prices to be sufficient to cover the cost. This will be monitored by Sandy Cammarata, Business Administrator, beginning September 2018.			
			Flagged Lisa Garland 06/04/2018 02:51 PM	<p><b>Finding: Revenue from Non-program Foods</b></p> <p>The Non Program Food Revenue Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position &amp; did NOT include all of its nonprogram revenues and costs in its calculation. In addition, Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f).</p> <p>Please review the NPFRT webinar in SNEARS on the proper completion of the tool:</p> <p>Under Resources, Training, NPFRT Webinar June 2015.</p>			
On-Site Assessment Tool	On-Site Assessment Tool	Verification		209	07/16/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
<b>Corrective Action History</b>			CAP Accepted Dianne Kennedy 07/10/2018 09:36 AM	CAP Accepted			
			CAP Submitted SANDY CAMMARATA 06/24/2018 01:32 PM	The Business Administrator will ensure that all certifying officials for the District have attended or watched the webinar on the Verifying Process and use the gross income on paystubs when verifying the income.  Form 255 was mailed to the family informing them effective 6/21/18 their lunch status would change to Reduced. The MEL and software was changed to reflect the new status.			
			Flagged Dianne Kennedy 06/15/2018 01:11 PM	Verification was completed correctly and before the due date, however the income was incorrectly determined. The CO determined the applicant to be free and unchanged. The CO did not use the gross pay on the pay stub to verified eligible. Applicant should be changed to reduced based on pay stub gross income.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	Wharton Public School	401	07/16/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Dianne Kennedy 07/10/2018 09:37 AM	CAP Accepted			
			CAP Submitted SANDY CAMMARATA 06/24/2018 01:34 PM	The Food Service Staff will be retrained on Offer vs Serve on September 6, 2018 at the start of the school year. The staff will also be retrained on all components that make up a reimbursable breakfast and lunch. The training will be taught by the Area Supervisor, Elizabeth Shea and Maschio's registered Dietician, Lydia Maggio.			
			Flagged Dianne Kennedy 06/15/2018 01:11 PM	Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be 1/2 cup fruit and/or vegetable. 6/12/18: 3 breakfast meals were non reimbursable  - 2 meals: cereal 1oz, milk, and 1/2 cup of fruit. Missing additional 1oz grain requirement.  -1 meal: cereal 1oz, muffin 1 oz and milk. Missing 1/2 cup of fruit/vegetable/100% juice.  Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast. 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.			