

## MASORAS AVOS-03009640 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Civil Rights		803	03/26/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Amy Martin 03/27/2018 09:59 AM	CAP Accepted			
			CAP Submitted FAIGY GROSSMAN 02/22/2018 03:21 PM	Please see attached . We updated our Policy as of Feb, 15, 2018			
			Flagged Amy Martin 02/22/2018 02:43 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.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		126	03/26/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Amy Martin 03/27/2018 09:59 AM	CAP Accepted			
			CAP Submitted FAIGY GROSSMAN 02/22/2018 03:25 PM	On Feb 6, 2018 we contacted the family, and it turns out that they mistakenly wrote their Medicaid number on the application. They are not receiving SNAP benefits. They are now determined to be free based on income as of Feb 6, 2018			
			Flagged Amy Martin 02/22/2018 02:43 PM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. One application (3992) contained an invalid case number format in NJ (contained 10 numericals). This application listed two students from Form 117 and three additional students that were not included on the 117. One additional student was listed as DC, however no proof of being certified on 10/1/17 was available. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1) and SFA-2 (Other Household Members). The SFA must indicate the date of correction for all application errors.			
On-Site Assessment Tool	On-Site Assessment Tool	Verification		208	03/26/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Amy Martin 03/27/2018 09:59 AM	CAP Accepted			
			CAP Submitted FAIGY GROSSMAN 02/22/2018 03:26 PM	As of Feb 6, 2018, we realized that the confirmation needs to be done prior to the verification. In the future we will make sure that all is done in the correct times.			
			Flagged Amy Martin 02/22/2018 02:43 PM	The Confirming Official must record on the Verification Tracker the date of the confirmation review. Although a confirmation review took place, it must be done PRIOR to notifying the household that they have been selected for verification; not after the process has ended. 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	Meal Counting and Claiming - Review Period	Chemdas Hatorah	323	03/26/2018	CAP Removed
<b>Corrective Action History</b>			CAP Removed Amy Martin 02/15/2018 01:07 PM	CAP Removed		
			Flagged Amy Martin 02/06/2018 12:48 PM			