

CENTRAL JERSEY COLLEGE-08006018 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)		1601	03/01/2018	CAP Removed	
Corrective Action History			CAP Removed Kate Marsh 01/30/2018 11:11 AM	CAP Removed			
			Flagged Kate Marsh 01/29/2018 10:16 AM	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)		124	03/01/2018	Flagged	
Corrective Action History			Flagged Kate Marsh 04/19/2018 02:28 PM				
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		126	03/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kate Marsh 03/01/2018 02:42 PM	CAP Accepted			
			CAP Submitted FATIH KAYALAR 02/26/2018 01:39 PM	Three applications were missing the Social Security number. The households were called and the last 4 digits of the Social Security number were requested. We documented the phone calls. The information on the meal applications was initialed and dated by the employee. The copies of the completed applications were submitted. Letter to Notify Household of Incomplete Applications were sent.			
			Flagged Kate Marsh 02/01/2018 11:05 AM	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.) The SFA must indicate the date of correction for all application errors.			
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		209	03/01/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Kate Marsh 03/05/2018 11:40 AM	CAP Accepted			
			CAP Submitted FATIH KAYALAR 02/26/2018 01:39 PM	1) · Our software is not able to select error prone application. We will change the software which has a capacity to select error prone application next year. · If there are not enough error prone applications to meet the required sample size, Central Jersey College Prep will randomly select additional approved applications to meet the required number. 2) · Documents were updated with the most recent forms and letters that downloaded from the State of NJ's website. · A "We Must Check Your Application" (Form #236) sent to the selected households to inform them of their selection. · The "Verification Tracker" (Form #242) was completed for each application verified. All documentation to the verified applications attached and filed in a verification folder. · "We Have Checked Your Application" (Form #244) sent to the selected households to inform them of their change in eligibility status. · Notification of Status Change (Form# 318) filled and sent to the Cafeteria			
			Flagged Kate Marsh 02/01/2018 11:05 AM	1) 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. The application chosen for verification was not error prone even though there were error prone applications on file. 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. 2) 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. Verification was not completed correctly as the application chosen was not error prone and should have been denied based on the income provided by 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.			
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		211	03/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kate Marsh 03/05/2018 11:40 AM	CAP Accepted			
			CAP Submitted FATIH KAYALAR 02/26/2018 01:39 PM	Documents were updated with the most recent forms and letters that downloaded from the State of NJ's website. Form#273 Verification Guidance for School Meals will be using as reference for the new applications. The state website will check quarterly to update forms.			
			Flagged Kate Marsh 02/01/2018 11:06 AM	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) and "We Have Checked Your Application Letter" (Form 244). 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.			