

KENILWORTH BD OF ED-03902420 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	SFA/Sponsor On-Site Monitoring		900	07/09/2018	CAP Accepted	
Corrective Action History			CAP Accepted Dianne Kennedy 07/06/2018 11:55 AM	CAP Accepted			
			CAP Submitted VINCENT GONNELLA 07/03/2018 02:51 PM	Angela Sandull accompanied our reviewers Diane & Corrine during an onsite review of the Brearley Cafeteria lunch on 6/5/18. At that time Angela was able to determine what steps need to be taken to ensure each annual on-site review is through. Our plan is to conduct a review of each site for breakfast & lunch in mid October of each year. Next years review will be conducted by both Angela and Vincent to be sure our department is working in unison to remain compliant. The results from each on-site review will be completed using form #142 and submitted annuallyno later than February 1st.			
			Flagged Dianne Kennedy 06/08/2018 12:18 PM	All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The SBP On-Site Monitoring Form (#292) must be used. 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. All SFAs must conduct, at a minimum, one on-site accountability review of each school's lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The NSLP On-Site Monitoring Form (#142) must be used. 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. Was not completed even though the SFA wrote that it was completed.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	DAVID BREARLEY	901	07/09/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Dianne Kennedy 07/06/2018 11:48 AM	CAP Accepted			
			CAP Submitted VINCENT GONNELLA 07/03/2018 02:52 PM	Angela Sandull accompanied our reviewers Diane & Corrine during an onsite review of the Brearley Cafeteria lunch on 6/5/18. At that time Angela was able to determine what steps need to be taken to ensure each annual on-site review is thorough. It is essential for the SFA to perform on-sites reviews for all locations to be to determine if we are compliant with all regulations and protocols established with the NSLP and SNP. During the review form #142 will be completed with outlines the method of accountability, the back-up procedures for meal counting and claiming, correctly implementing policies, internal controls to ensure the meal counts do not exceed enrollment, a review of POS system, a review of the menu & meal pattern requirements, a review of required food components, Offer vs. Serve policies and a review of the food safety plan. Our plan is to conduct a review of each site for breakfast & lunch in mid October of each year. Next years review will be conducted by both Angela and Vincent to be sure our department is working in unison to remain compliant. The results from each on-site review will be completed using form #142 and submitted annually no later than February 1st.			
			Flagged Dianne Kennedy 06/08/2018 12:18 PM	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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. All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee. 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. The Determining Official in the district started last April and did not know how to conduct the On-Site Monitoring. Explain the importance of On-Site Monitoring. She completed Lunch at David Brearley during the On-Site Review on 6/5/18.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Meal Counting and Claiming		308	07/09/2018	CAP Removed	
Corrective Action History			CAP Removed Dianne Kennedy 06/05/2018 09:40 AM	CAP Removed			
			Flagged Dianne Kennedy 06/05/2018 09:37 AM	Discussed with Angela on 6/1/18. She informed me that the school does not have an alternative point of service. Remove CAP			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		126	07/09/2018	CAP Accepted	
Corrective Action History			CAP Accepted Dianne Kennedy 07/06/2018 11:52 AM	CAP Accepted			
			CAP Submitted VINCENT GONNELLA 07/03/2018 02:51 PM	The 3 applications that were determined incorrectly have been addressed. Letters went out to the families on 6-8-18 notifying them of the status change that will take affect on June 18, 2018. To avoid future errors, Angela Sandull will review all applications to be sure they are determined and completely correctly.			
			Flagged Dianne Kennedy 06/08/2018 12:18 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.) The SFA must indicate the date of correction for all application errors. There were three application errors. All three were determined incorrectly. In addition, one did not have a check for no SSN nor last four digit of SSN on the application.			

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool	On-Site Assessment Tool	Verification		207	07/09/2018	CAP Accepted	
Corrective Action History			CAP Accepted Dianne Kennedy 07/06/2018 11:58 AM	CAP Accepted			
			CAP Submitted VINCENT GONNELLA 07/03/2018 02:51 PM	Angela Sandull is responsible for the verification process and will be attending the Verification Workshop in October as well as reviewing the recorded webinar when it becomes available in SNEARS. During the verification process Angela will be sure to complete each verification tracker and confirm the signature and date is recorded.			
			Flagged Dianne Kennedy 06/08/2018 12:18 PM	The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. Verification Tracker indicates that the SFA completed each step with the proper documentation needed for verification. However, the confirming officer did not sign and date the Verification Tracker which indicates that the verification was not completed. 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. Describe in the CAP how this will be corrected.			
On-Site Assessment Tool	On-Site Assessment Tool	Verification		208	07/09/2018	CAP Accepted	
Corrective Action History			CAP Accepted Dianne Kennedy 07/06/2018 11:53 AM	CAP Accepted			
			CAP Submitted VINCENT GONNELLA 07/03/2018 02:51 PM	The verification tracker was completed by Angela Sandull, the confirming official. In the future she will be sure to have every Verification Tracker signed and dated.			
			Flagged Dianne Kennedy 06/08/2018 12:18 PM	The Confirming Official must record on the Verification Tracker the date of the confirmation review. Verification Tracker indicates that the SFA completed each step with the proper documentation needed for verification. However, the confirming officer did not sign and date the Verification Tracker which indicates that the verification was not completed. 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		215	07/09/2018	CAP Accepted	
Corrective Action History			CAP Accepted Dianne Kennedy 07/06/2018 11:23 AM	CAP Accepted			
			CAP Submitted VINCENT GONNELLA 07/03/2018 02:52 PM	Thank you for bringing this to our attention. The verification tracker was completed by Angela Sandull, the confirming official. The parents satisfied the District by submitting the necessary documents to prove the students eligibility. Since no change was made, she did not think the form needed a signature from a confirming officer. In the future she will be sure to have every Verification Tracker signed and dated.			
			Flagged Dianne Kennedy 06/08/2018 12:18 PM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. Verification Tracker indicates that the SFA completed each step with the proper documentation needed for verification. However, the confirming officer did not sign and date the Verification Tracker which indicates that the verification was not completed. 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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Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods		710	02/06/2018	Flagged
Corrective Action History			Flagged Cybersoft Support 07/19/2018 08:12 AM			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	DAVID BREARLEY	1410	07/09/2018	CAP Removed
Corrective Action History			CAP Removed Dianne Kennedy 06/08/2018 12:05 PM	CAP Removed		
			Flagged Dianne Kennedy 06/08/2018 11:51 AM			