

GREAT MEADOWS REG-04101785 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Verification		202	07/22/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kristin Lawton 07/25/2018 10:25 AM	CAP Accepted			
			CAP Submitted TIMOTHY HAVLUSCH 07/19/2018 10:01 AM	The separation of responsibility as outlined in the AR will be maintained to ensure the independence of any and all findings by the SFA applications on file. There will also be additional global oversight by an independent and confidential staff member to ensure the separation and independence of all findings.			
			Flagged Kristin Lawton 06/22/2018 01:47 PM	The confirming official must be an individual who did not make the original eligibility determination on the applications. 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	07/22/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kristin Lawton 07/25/2018 10:19 AM	CAP Accepted			
			CAP Submitted TIMOTHY HAVLUSCH 07/19/2018 09:45 AM	Every application will be signed by the Determining Official at the time of determination as well as being double checked by independent staff member, and the eligibility recorded in the provided space. Both of these fields will be filled out on the second page of the application.			
			Flagged Kristin Lawton 06/22/2018 01:45 PM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Every application must be signed by the Determining Official at the time of determination, and the eligibility recorded in the provided space. Both of these fields have a designated area to be filled out on the second page of the application. The SFA must indicate the plan of correction for the coming school year and beyond.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		131	07/22/2018	CAP Removed	
Corrective Action History			CAP Removed Kristin Lawton 06/21/2018 09:24 AM	CAP Removed			
			Flagged Kristin Lawton 06/18/2018 11:48 AM	During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2. The completed SFA-2 must be uploaded in Documents within the required deadline. 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	07/22/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Kristin Lawton 07/25/2018 10:23 AM	CAP Accepted		
			CAP Submitted TIMOTHY HAVLUSCH 07/19/2018 09:58 AM	The SFA will complete the verification process according to guidelines established in The Eligibility Manual for School Meals. Staff responsible for the verification, at any point of the process, will view the recorded Verification webinar available under the Training tab in SNEARS. Given the late date of the SFA's Admin Review all changes will be implemented over the summer of 2018 so as to be in place prior to the start of the 2018-19 SY.		
			Flagged Kristin Lawton 06/22/2018 01:47 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..Describe in the CAP how this will be corrected.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification		208	07/22/2018	CAP Accepted
Corrective Action History			CAP Accepted Kristin Lawton 07/25/2018 10:22 AM	CAP Accepted		
			CAP Submitted TIMOTHY HAVLUSCH 07/19/2018 09:53 AM	The Confirming Official will record on the Verification Tracker the date of the confirmation review. A detailed log of each application and any and all actions taken regarding that application will be maintained and reviewed by an independent staff member beyond the confirming official. This log will be effective with the start of the 2018-19 School Year. When the confirming official does not validate the original determination of an application, the SFA will send the Letter of Audit Results (Form 255) to the household and update the meal counting and claiming system. The SFA will then select another application to verify.		
			Flagged Kristin Lawton 06/22/2018 01:46 PM	The Confirming Official must record on the Verification Tracker the date of the confirmation review. 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. If the confirming official does not validate the original determination of an application, the SFA must send the Letter of Audit Results (Form 255) to the household and update the meal counting and claiming system. The SFA must then select another application to verify.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification		209	07/22/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Kristin Lawton 07/25/2018 10:21 AM	CAP Accepted			
			CAP Submitted TIMOTHY HAVLUSCH 07/19/2018 09:50 AM	The SFA will complete the verification process according to guidelines established in The Eligibility Manual for School Meals. Staff responsible for the verification process will view the recorded Verification webinar available under the Training tab in SNEARS. Starting with the 2018-19 School Year, additional independent and confidentialstaff review all error prone applications and independently complete the verificationprocess required to verify error prone applications in accordance with the existingrequirements .			
			Flagged Kristin Lawton 06/22/2018 01:46 PM	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. 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 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.			
On-Site Assessment Tool	On-Site Assessment Tool	Verification		211	07/22/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kristin Lawton 07/25/2018 10:23 AM	CAP Accepted			
			CAP Submitted TIMOTHY HAVLUSCH 07/19/2018 09:56 AM	The SFA will use the "We Must Check Your Application Letter" (Form 236) and keep copies on file for accurate and timely review. A secondary review of all applications, regardless of status, will take place by additional and confidentialstaff beyondthe confirmingofficialeffective with the start of the 18-19 SY.			
			Flagged Kristin Lawton 06/22/2018 01:47 PM	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). 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	LIBERTY TWP SCHOOL	1410	07/22/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kristin Lawton 07/18/2018 09:56 AM	CAP Accepted			
			CAP Submitted KAREN KOPECKY 07/18/2018 07:51 AM	We will no longer purchase any product that is produced outside of the United States i.e. pineapple. This will be implemented immediately.			
			Flagged Kristin Lawton 06/22/2018 01:46 PM	The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American. 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. Products that are not able to be obtained from the US (such as pineapple in the case of this SFA) may still be used on the menu, but they must be accompanied by documentation explaining why it is not possible to obtain such an item from the US.			