

NEW MILFORD BD OF ED-00303550 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	NEW MILFORD BD OF ED-00303550	208	02/07/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 02/07/2025 11:46 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Stephanie Kuchar 02/04/2025 08:52 AM				
	The verification training video was watched again on 2/3/25. The Confirming Official will review the applications selected for verification prior to notifying the households. The Confirming Official will validate the initial determination and confirm that the application is error prone. They will sign and date the application in the Confirming Official spot. Once the confirmation review has been conducted and the Confirming Official has signed off, the Verifying Official will notify the households that they have been selected for verification. The Verifying Official will review the received acceptable documents and will verify all income on the application. Results of the verification will be recorded on the Verification tracker. A Verification Results Form will be sent to the household. Eligibility changes, if applicable, will be noted on the application, master eligibility list, and meal counting system. The Verifying Official will sign and date in the Verifying Official spot on the application and on the Verification Tracker. The verification training video will be viewed annually prior to the verification process.				
	Flagged by Erlisa Levin 01/10/2025 12:13 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.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	BERTRAM F GIBBS-359	320	02/07/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 02/07/2025 11:46 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Angela Favorito 02/03/2025 10:54 AM				
	On January 10, 2025 we implemented a new plan where a cafeteria trained Board of Education employee will oversee the POS in the lunchroom while the FSMC employee oversees the meal delivery, service and counting in the Pre-K classrooms. The addition of a staff member will allow for one employee to maintain documentation and provide consistently accurate counts.				
	Flagged by Erlisa Levin 01/10/2025 10:27 AM				
	Daily lunch meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served.				
	<p>When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. 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> <p>Corrective Action must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.</p> <p>During the kindergarten delivery of meals, the lunchroom meals were being served, but not counting occurred. Another staff member or process to simplify should be instituted.</p>				

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged