

GALLOWAY TWP BD OF ED-00101690 - 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
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	GALLOWAY TWP BD OF ED-00101690	126	04/13/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/16/2025 01:31 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Murray Lauren 04/16/2025 01:12 PM				
	All applications were corrected. See SFA-1 and SFA-2.				
Corrective Action History	Flagged by Lorena Paredes 04/16/2025 01:11 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 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.				
	Verification (On-Site Assessment Tool) (207H)				
	GALLOWAY TWP BD OF ED-00101690				
Verification	Verification (On-Site Assessment Tool) (207H)	GALLOWAY TWP BD OF ED-00101690	208	04/13/2025	CAP Removed
Corrective Action History	Corrective Action Plan: Removed by Lorena Paredes 03/07/2025 02:32 PM				
	CAP Removed				
	Flagged by Lorena Paredes 03/07/2025 02:05 PM				
	For paper applications that were verified, there was no signature on application indicating a confirmation review took place. The Confirming Official must record on the application or Verification Tracker the date of the confirmation review.				
Corrective Action History	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.				
	Verification (On-Site Assessment Tool) (207H)				
Verification	Verification (On-Site Assessment Tool) (207H)	GALLOWAY TWP BD OF ED-00101690	209	04/13/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/08/2025 03:44 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Murray Lauren 04/02/2025 11:01 AM				
	We will ensure all income is verify correctly by using the state provided checklist. This will be corrected during next years verification process for SY 25/26.				
Corrective Action History	Flagged by Lorena Paredes 03/13/2025 07:40 AM				
	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.				
Verification	Verification (On-Site Assessment Tool) (207H)	GALLOWAY TWP BD OF ED-00101690	214	04/13/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/08/2025 03:44 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Murray Lauren 04/02/2025 11:01 AM				
	The Director will use a letter template to ensure all dates are correct. This will begin next verification period for SY 25-26				
Corrective Action History	Flagged by Lorena Paredes 03/13/2025 07:41 AM				
	Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change.				
	Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation..				
Verification	Verification (On-Site Assessment Tool) (207H)	GALLOWAY TWP BD OF ED-00101690	215	04/13/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/16/2025 01:57 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Murray Lauren 04/16/2025 01:36 PM				
	Unfortunately, we had to select another family after learning they were foster during the second notification request. They were selected error prone and not foster at the time. I was given an extension to select another family and give them the proper timeframe to respond which brought me pass 11/15/2025.				
	To avoid this situation in the future we will begin the verification process in October. We will also cross reference the MV list once we have our selection of error prone students.				
	Corrective Action Plan: Rejected by Lorena Paredes 04/16/2025 01:29 PM				
	According to 7 CFR 245.6a(c)(2), verification efforts are not required for children who have been certified under direct certification procedures, including children documented as Migrant, runaway, or homeless. It is recommended to begin the Verification process earlier so that all deadlines can be met.				
Please explain 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.					
Corrective Action Plan: Submitted by Murray Lauren 04/02/2025 11:01 AM					
Unfortunately, we had to select another family after learning they were foster during the second notification request. They were selected error prone and not foster at the time. I was given an extension to select another family and give them the proper timeframe to respond which brought me pass 11/15/2025.					
Flagged by Lorena Paredes 03/13/2025 07:41 AM					
One application verified after the November 15th deadline. The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th 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.					
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	Atlantic Community Charter School-11882		04/13/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/08/2025 03:36 PM CAP Accepted				
	Corrective Action Plan: Submitted by Murray Lauren 04/02/2025 10:59 AM We reviewed the meal claiming procedures and provided the claiming tally sheets to the manager on 2/27/25. We explained again that she cannot alter the source documents and that she must use the one provided by the state. We also reviewed retention procedures on 2/27/2025. We will be following the same procedures for all source documents - sending them to the Director after each EOM.				
	Flagged by Lorena Paredes 03/13/2025 07:33 AM				
	No point of service counts such as tally sheets or rosters are being maintained. SFA is obtaining ASP counts from production records. 816 snacks counts for the review month of January cannot be validated therefore, will be disallowed.				
	Point-of-service snack counts (by student benefit/category, if applicable) must be maintained. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide.Indicate the date of implementation.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	Atlantic Community Charter School-11882		04/13/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/08/2025 03:36 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Murray Lauren 04/02/2025 10:59 AM				
	We reviewed the meal claiming procedures and provided the claiming tally sheets to the manager on 2/27/25. We explained again that she cannot alter the source documents and that she must use the one provided by the state. We also reviewed retention procedures on 2/27/2025. We will be following the same procedures for all source documents - sending them to the Director after each EOM.				
	Flagged by Lorena Paredes 03/13/2025 07:33 AM				
	No point of service counts such as tally sheets or rosters are being maintained. SFA is obtaining ASP counts from production records. 816 snacks counts for the review month of January cannot be validated therefore, will be disallowed.				
	Point-of-service snack counts (by student benefit/category, if applicable) must be maintained.				
	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	Atlantic Community Charter School-11882		04/13/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/08/2025 03:41 PM CAP Accepted				
	Corrective Action Plan: Submitted by Murray Lauren 04/02/2025 11:00 AM We reviewed the afterschool snack meal pattern with the site manager. She understands she must offer a variety of the components. Starting April 1, 2025 the Director will make the snack menu and review all production records weekly. Flagged by Lorena Paredes 03/13/2025 07:37 AM Review period - 1/13, 1/14, 1/27 and 1/28: fruit juice and fruit snacks were served together. Snacks claimed for reimbursement must meet the 2 component per student requirements. Only fresh, frozen, or canned fruits and vegetables, dried fruits and vegetables, and 100% full-strength juice may contribute toward the fruits and vegetables components. Foods that do not credit toward the fruits and vegetables components include, fruit strips, drops, and leathers that were previously credited by calculating the whole-fruit equivalency using the revoked Food and Drug Administration (FDA). As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	Atlantic Community Charter School-11882		04/13/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/08/2025 03:41 PM CAP Accepted				
	Corrective Action Plan: Submitted by Murray Lauren 04/02/2025 11:00 AM We reviewed the afterschool snack meal pattern with the site manager. She understands she must offer a variety of the components. Starting April 1, 2025 the Director will make the snack menu and review all production records weekly. Flagged by Lorena Paredes 03/13/2025 07:37 AM Review period - 1/13, 1/14, 1/27 and 1/28: fruit juice and fruit snacks were served together. Snacks claimed for reimbursement must meet the 2 component per student requirements. Only fresh, frozen, or canned fruits and vegetables, dried fruits and vegetables, and 100% full-strength juice may contribute toward the fruits and vegetables components. Foods that do not credit toward the fruits and vegetables components include, fruit strips, drops, and leathers that were previously credited by calculating the whole-fruit equivalency using the revoked Food and Drug Administration (FDA). As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Atlantic Community Charter School-11882	325	04/13/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Lorena Paredes 04/08/2025 03:37 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Murray Lauren 04/02/2025 11:00 AM</p> <p>We have reviewed the retention procedures with the site manager. She understands that she cannot alter the source documents. We have developed a procedure where she will obtain the source documents for the month and then send them to the Director at the operations office.</p> <p>We started this on 2/27/2025</p>				
<p>Flagged by Lorena Paredes 03/13/2025 07:34 AM</p> <p>There is no source documentation kept on file to validate the breakfast and lunch claims for the review month as observed on the day of review. Site disposes of classroom rosters after logging them in POS. Since breakfast rosters (the actual point of service documents) for grades K-8 and lunch rosters for Kindergarten class are not available for the review month, SBP and NSLP meals for January cannot be calculated for claiming. The State Agency provided guidance on proper procedures.</p> <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation. Fiscal action will be taken and an over claim may be assessed.</p>					
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Atlantic Community Charter School-11882	409	04/13/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/16/2025 01:31 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Murray Lauren 04/16/2025 01:21 PM					
	On 2/26/25 We reviewed the breakfast meal pattern with the site manager. She understands she must offer a variety of milks and also record them on the production record even if there are none taken.					
	Corrective Action Plan: Rejected by Lorena Paredes 04/16/2025 01:14 PM					
	Please clarify/revise as per our conversation.					
Corrective Action History	Corrective Action Plan: Submitted by Murray Lauren 04/02/2025 11:00 AM					
	On 2/26/25 We reviewed the breakfast meal pattern with the site manager. She understands she must offer a variety of milks and also record them on the production record even if there are none served.					
	Flagged by Lorena Paredes 03/13/2025 07:39 AM					
	During review week, production records indicate that only one milk type (LF white milk) was offered to students.					
	A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat-free milk, unflavored or flavored low-fat (1%) milk, fat-free or low-fat lactose reduced/lactose-free milk.					
	This is a first time violation. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.					
Corrective Action History	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.					
	Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Atlantic Community Charter School-11882	410	04/13/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/08/2025 03:38 PM CAP Accepted				
	Corrective Action Plan: Submitted by Murray Lauren 04/02/2025 11:00 AM On 2/27/2025 we reviewed the meal components/measurement requirements for all leafy greens. I corrected the standardized recipe and sent to all schools on 3/3/2025. Flagged by Lorena Paredes 03/13/2025 07:35 AM January 31st: 3/4 cup tossed salad served. Per the USDA Food Buying Guide, raw, leafy greens credit as half the volume served, which is consistent with the Dietary Guidelines for Americans. Side salad served credits as 3/8 cup (dark green) vegetable. Meal pattern requirements for grades K-8 is 3/4 vegetable daily. At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. First time occurrence. No fiscal action will be applied. Repeat violation at subsequent review will result in fiscal action. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool - Site) (1502H)	Atlantic Community Charter School-11882	1502	04/13/2025	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Lorena Paredes 04/08/2025 03:35 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Murray Lauren 04/02/2025 10:59 AM</p> <p>We have reviewed the retention procedures with the site manager. She understands that she cannot alter the source documents. We have developed a procedure where she will obtain the source documents for the month and then send them to the Director at the operations office.</p> <p>We started this on 2/27/2025</p>				
	<p>Flagged by Lorena Paredes 03/13/2025 07:33 AM</p> <p>Rosters are not kept on file for 3 years.</p> <p>SFA must retain program records for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audit findings. 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>Meal Counting and Claiming - Day of Review</p>	<p>Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)</p>	<p>Preschool at GERSD -379998</p>	<p>318</p>	<p>04/13/2025</p>	<p>CAP Accepted</p>

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Lorena Paredes 04/08/2025 03:34 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Murray Lauren 04/02/2025 10:59 AM</p> <p>We re-trained and re-directed the staff on the meal claiming procedures on 2/27/25. We will continue to monitor the meal claiming process during lunch during the next month to ensure it is being followed.</p> <p>Flagged by Lorena Paredes 03/07/2025 01:58 PM</p> <p>8 preschool lunch meals in classroom 102 were checked off prior to serving meal.</p> <p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. Meals must not be counted for claiming prior to being served.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing <u>systemic</u> problem. The meal counting and claiming system must be corrected.</p> <p>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation. Fiscal action will be taken and an over claim may be assessed.</p>				
<p>Meal Counting and Claiming - Review Period</p>	<p>Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)</p>	<p>Preschool at GERSD -379998</p>	<p>325</p>	<p>04/13/2025</p>	<p>CAP Accepted</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/08/2025 03:38 PM				
	CAP Accepted				
Corrective Action History	Corrective Action Plan: Submitted by Murray Lauren 04/02/2025 11:00 AM				
	<p>The Director will double check the claim forms as she is calculating and completing the edit check by hand for the 2 Gami classrooms. Beginning April 1st She will have her assistant check her work.</p> <p>Flagged by Lorena Paredes 03/13/2025 07:38 AM</p> <p><u>SFA count for January:</u></p> <p>Free - 145</p> <p>Reduced - 36</p> <p>Paid - 59</p> <p><u>State Agency count for January:</u></p> <p>Free - 143</p> <p>Reduced - 36</p> <p>Paid - 61</p> <p>-</p> <p>Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim.</p> <p>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				

Report Selections

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