

## RAMSEY BD OF ED-00304310 - 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)	RAMSEY BD OF ED-00304310	126	12/22/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/05/2025 09:37 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Joanne Origoni 11/21/2025 08:21 AM				
	On 11/18/25 I contacted a household to inquire about SSN number. They advised that there is no SSN and the application was noted accordingly.				
	On 11/18/25 I contacted a household to obtain the correct case number. They provided it and the application was noted accordingly.				
More care will be taken to insure that all questions are answered and that the case numbers reflect the correct number of digits.					
Flagged by Kaitlyn Matthews 11/20/2025 02:31 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	Verification (On-Site Assessment Tool) (207H)	RAMSEY BD OF ED-00304310	208	12/22/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/05/2025 09:37 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Joanne Origoni 11/21/2025 08:04 AM				
	SFA will be sure to have the verification tracker signed and dated by the confirming official for the confirmation review. 11/21/25				
	Flagged by Kaitlyn Matthews 11/20/2025 02:31 PM				
The Confirming Official must record on the Verification Tracker the date of the confirmation review.					
<b>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.</b>					

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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)	WESLEY D TISDALE-395	325	12/22/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/05/2025 09:37 AM CAP Accepted				
	Corrective Action Plan: Submitted by Katherine Villalona 12/05/2025 09:34 AM				
	In Ramsey Elementary schools we implemented our CAP on November 21st, 2025. We are printing out the pre-order rosters from students who placed their orders online. These rosters are being used during the lunch period to correctly hand out claimable meals to all students who are present on the day of the order. Once the meal is given to the student the roster is checked off as a claimable meal. At the end of the day these are entered into the admin site, and any student who didn't receive a meal is voided.				
	For the students who didn't pre-order and come up for a meal, we are using a coded roster. These meals are then input into the POS after each lunch period.				
	This helps streamline our daily lunch counts and all students are then accounted for.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 12/05/2025 07:14 AM Please indicate the date of implementation.				
Corrective Action Plan: Submitted by Katherine Villalona 12/04/2025 02:33 PM					
In Ramsey Elementary schools we are printing out the pre-order rosters from students who placed their orders online. These rosters are being used during the lunch period to correctly hand out claimable meals to all students who are present on the day of the order. Once the meal is given to the student the roster is checked off as a claimable meal. At the end of the day these are entered into the admin site, and any student who didn't receive a meal is voided.					
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Flagged by Kaitlyn Matthews 11/20/2025 02:32 PM

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. The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected.

**Corrective Action Finding: Review Week**

10/30/25- Over claim of two meals

10/31/25- Under claim of two meals

**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.**

**Report Selections**

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