

LEONIA BD OF ED-00302620 - 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)	LEONIA BD OF ED-00302620	126	02/16/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 01/22/2025 01:36 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Eric Thomseovich 01/16/2025 01:33 PM				
	The district has corrected the missing SS number on application #144 on 1/15/2025. Internal control procedures will be enhanced to ensure all applications are filled out with the required information.				
	Flagged by Kaitlyn Matthews 01/16/2025 10:49 AM				
	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.					

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Applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised system-wide.					
Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LEONIA BD OF ED-00302620	137	02/16/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 01/22/2025 01:36 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Eric Thomseovich 01/16/2025 01:36 PM				
	Students relating to applications 1M and 3M have been corrected and are reflected accurately on the MEL as of 1/15/2025. Internal control procedures will be enhanced to ensure all students identified as free through direct certification household extensions will be correctly reported on the MEL.				
	Flagged by Kaitlyn Matthews 01/16/2025 11:00 AM				
	Application 1M & 3M: Completed an application that was determined free. Student was then determined as DC household extension. Transferred to the Master Eligibility List (MEL) as "Free" rather than DC Free. Please correct MEL to reflect "DC Free" for these two students.				
	Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA.				
	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)	LEONIA BD OF ED-00302620	209	02/16/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 01/24/2025 09:17 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Eric Thomseovich 01/22/2025 02:50 PM				
	Verification was updated to reflect correct determination from Federally reduced to NJEIE for application #108. The district provided notice to parent relating to change in status with a 10 day period to appeal effective 1/15/2025. Internal control procedures will be enhanced to ensure all future verification are reviewed and correct determination is made.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 01/22/2025 01:37 PM				
	Revisions in response needed.				
	Corrective Action Plan: Submitted by Eric Thomseovich 01/16/2025 01:30 PM				
	Verification was updated to reflect correct determination from Federally reduced to free under NJEIE for application #108. The district provided notice to parent relating to change in status with a 10 day period to appeal effective 1/15/2025. Internal control procedures will be enhanced to ensure all future verification are reviewed and correct determination is made.				
	Flagged by Kaitlyn Matthews 01/16/2025 10:56 AM				
	Application 108 was chosen for verification and incorrectly determined as "no change" (reduced). Paystubs indicate \$2000 every two weeks, household of three. Must be changed to federally denied and NJEIE eligible.				
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)	LEONIA BD OF ED-00302620	213	02/16/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 01/24/2025 09:17 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Eric Thomseovich 01/22/2025 01:40 PM				
	Verification was updated to reflect correct determination from Federally reduced to NJEIE. The district provided notice to parent relating to change in status with a 10 day period to appeal effective 1/15/2025. Internal control procedures will be enhanced to ensure all future verification are reviewed and correct determination is made.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 01/22/2025 01:37 PM				
	Revisions in response needed.				
	Corrective Action Plan: Submitted by Eric Thomseovich 01/16/2025 01:28 PM				
	Verification was updated to reflect correct determination from Federally reduced to free under NJEIE. The district provided notice to parent relating to change in status with a 10 day period to appeal effective 1/15/2025. Internal control procedures will be enhanced to ensure all future verification are reviewed and correct determination is made.				
	Flagged by Kaitlyn Matthews 01/16/2025 10:45 AM				
	The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Verification Results Letter" (Form 244).				
	Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				
Verification	Verification (On-Site Assessment Tool) (207H)	LEONIA BD OF ED-00302620	214	02/16/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 01/24/2025 09:18 AM CAP Accepted				
	Corrective Action Plan: Submitted by Eric Thomseovich 01/22/2025 02:51 PM Verification was updated to reflect correct determination from Federally reduced to NJEIE for application #108. The district provided notice to parent relating to change in status with a 10 day period to appeal effective 1/15/2025. Internal control procedures will be enhanced to ensure all future verification are reviewed and correct determination is made.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 01/22/2025 01:37 PM Revisions in response needed.				
	Corrective Action Plan: Submitted by Eric Thomseovich 01/16/2025 01:30 PM Verification and MEL were updated to reflect correct determination from Federally reduced to free under NJEIE for application #108. The district provided notice to parent relating to change in status with a 10 day period to appeal effective 1/15/2025. Internal control procedures will be enhanced to ensure all future verification are reviewed and correct determination is made.				
	Flagged by Kaitlyn Matthews 01/16/2025 10:45 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.				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	LEONIA BD OF ED-00302620	709	02/05/2025	CAP Submitted
Corrective Action History	Corrective Action Plan: Submitted by Eric Thomseovich 01/29/2025 12:13 PM We are reviewing and revising our pricing on non program foods to cover any shortfalls and all costs.				
	Flagged by Lisa Garland 01/29/2025 12:01 PM FINDING: Non-Program Food Revenue Tool. Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f) Additional Revenue needed to comply Please submit a required Corrective Action Plan Thank You				

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Report Selections

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