

## FLORENCE TWP BD OF ED-00501520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	FLORENCE TWP BD OF ED-00501520	126	03/16/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 03/22/2024 09:11 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LUIS VALENCIA 03/15/2024 08:15 AM				
	3-7-24 - Determining official reached out to applicants to verify income information. Determining official has also reviewed additional trainings regarding the process of reviewing applications.				
	Flagged by Lauren Renn 02/16/2024 12:45 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.				
	Application errors found on application #135, 165, 250, 260, 419, 433. It is recommended that the Determining official review trainings in SNEARS- Trainings.				
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.					

# FLORENCE TWP BD OF ED-00501520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	FLORENCE TWP BD OF ED-00501520	208	03/16/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 03/22/2024 09:09 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LUIS VALENCIA 03/15/2024 08:18 AM				
	<p>3.11.24 - The Confirming official has reviewed training to ensure that guidelines for Verification Tracker (Form 244) is completed according to the established guidelines.</p> <p>Flagged by Lauren Renn 02/16/2024 12:45 PM</p> <p>The Confirming Official must record on the Verification Tracker the date of the confirmation review. A confirmation review must take place before verification.</p> <p><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></p>				
Verification	Verification (On-Site Assessment Tool) (207H)	FLORENCE TWP BD OF ED-00501520	214	03/16/2024	CAP Accepted

# FLORENCE TWP BD OF ED-00501520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 04/02/2024 10:29 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LUIS VALENCIA 03/26/2024 02:18 PM				
	3.25.24 - District reached out to applicant, submitted proof of income. Income reflected that the applicant does not qualify and should be paid. District notified the applicant that the status will be changed to paid.				
	Corrective Action Plan: Rejected by Lauren Renn 03/22/2024 09:09 AM				
	<p>Application #250 listed \$2800 biweekly for a family size of 2 but was chosen for verification based on \$1400 biweekly for a family size of 2. Since the income was clarified as \$1400 for family size of 2 and verification was justified, the household must send proof of income to verify the corrected income listed on the application. Without documentation for the corrected income, household should be changed to paid status as a result of the verification process.</p> <p><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></p>				
Corrective Action History	Corrective Action Plan: Submitted by LUIS VALENCIA 03/15/2024 08:37 AM				
	3.7.24 - Determining official reached out to the applicant to confirm income. Applicant confirmed that there was no child income and was included in error on part of the parent. Determining official has reviewed training to ensure review of applications are in accordance to guidelines.				
	Flagged by Lauren Renn 02/16/2024 12:45 PM				
	The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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.				
	Application #250 did not respond to verification. Household should have been changed to paid as a result of verification.				
	<p><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></p>				
Verification	Verification (On-Site Assessment Tool) (207H)	FLORENCE TWP BD OF ED-00501520	215	03/16/2024	CAP Accepted

# FLORENCE TWP BD OF ED-00501520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 03/22/2024 09:10 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LUIS VALENCIA 03/15/2024 08:16 AM				
	3.11.24 - Both the Determining and Confirming Officials have reviewed training to ensure that Verification Results Letter (form 244) is being completed in compliance with established guidelines.				
	Flagged by Lauren Renn 02/16/2024 12:45 PM				
Corrective Action History	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.				
	According to the verification tracker, second notices to households were being sent out around end of November.				
	<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>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	FLORENCE TWP BD OF ED-00501520	1219	03/16/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 03/22/2024 09:11 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LUIS VALENCIA 03/15/2024 08:11 AM				
	3-11-24 - During the District In-service, individuals who regularly work on National School Lunch and School Breakfast activities received training. They were giving resources as well as reviewed Civil Rights and signed off on receiving the training.				
	Flagged by Lauren Renn 02/16/2024 12:45 PM				
Corrective Action History	Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="https://theicn.org/">https://theicn.org/</a> .				
	<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>				

# FLORENCE TWP BD OF ED-00501520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	NUMBER 5 ROEBLING-888	406	03/16/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 03/22/2024 09:12 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LUIS VALENCIA 03/15/2024 08:07 AM				
	2-16-24 - District emailed school administration and notifying them that pre-k students were no longer eligible for chocolate milk.				
	Flagged by Lauren Renn 02/16/2024 12:45 PM				
	When grade groups (K-5 and pre-k) are served seperately and are not co-mingled for meals each individual grade group meal pattern must be followed.				
	On the day of review it was observed that pre-k students were receiving chocolate milk for SBP and NSLP. Per the pre-k meal pattern, flavored milk is not allowable for pre-k students.				
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 Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	NUMBER 5 ROEBLING-888	409	03/16/2024	CAP Accepted

# FLORENCE TWP BD OF ED-00501520 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 03/22/2024 09:12 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LUIS VALENCIA 03/15/2024 08:08 AM				
	2-21-24-Breakfast and Lunch meal component training was reviewed with Cafe team at Roebling. 2-21-24-Procedures for recording production records were reviewed with the Cafeteria Team at Roebling.				
	Flagged by Lauren Renn 02/16/2024 12:45 PM				
	At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.  On 1/23/24 Foe pre-k SBP, production records indicate that fruit was not served for breakfast. There were 6 breakfast meals served to pre-k this day that are non reimbursable.  <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>				
Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	NUMBER 5 ROEBLING-888	811	03/16/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lauren Renn 03/22/2024 09:13 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LUIS VALENCIA 03/15/2024 08:06 AM				
	<p>This has been correct as the District and the Food Service Company have posted all required posters in a prominent location where it is visible to students where students are eating lunch.</p> <p>2/20/24- USDA form 475A, Civil Rights and the monthly menu were placed in all the pre-school classrooms where meals are served. Monthly menus will be printed out and displayed in the classrooms</p>				
	<p>Flagged by Lauren Renn 02/16/2024 12:45 PM</p> <p>SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students.</p> <p>While the USDA civil rights poster is posted in the cafeteria for k-5 students, the poster should also be posted in pre-k classrooms where SBP and NSLP meals are served to pre-k students.</p> <p><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></p>				

Report Selections

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