

## BERLIN TWP BD OF ED-00700340 - 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)	BERLIN TWP BD OF ED-00700340	126	05/06/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 04/23/2024 04:02 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by MEGAN STODDART 04/12/2024 11:19 AM				
	Parents/Guardians were sent form 255 on 4/12/24 indicating the changes effective 4/23/24. To ensure that everyone is on the same page, an email with the letters were sent to Rochelle Smith to update the MEL and Oncourse and to Lucia Henry to update the cafeteria and Lunchtime software. Updates have been made on SFA2 as well.				
	<p>Flagged by Amy Martin 03/27/2024 09:56 AM</p> <p>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 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.</p> <p>*****The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.</p>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	BERLIN TWP BD OF ED-00700340	134	05/06/2024	CAP Accepted

## BERLIN TWP BD OF ED-00700340 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/23/2024 04:02 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by MEGAN STODDART 04/12/2024 11:28 AM				
	The Business Administrator, Megan Stoddart, completes the required DC uploads. A note in my calendar has been added to ensure that that round of DC is not missed moving forward. This should be implemented August 1, 2024 with the required upload.				
	Flagged by Amy Martin 03/27/2024 09:58 AM				
	The SFA must perform direct certification matches at least four times per school year during required time frames. The mandated timelines are included in the Guidance for Determining Officials (Form #63).				
	The SFA did not complete the required July 15-August 30th DC match.				
	The remaining three matches were conducted according to the required timeframes.				
	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..				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	BERLIN TWP BD OF ED-00700340	138	05/06/2024	CAP Accepted

## BERLIN TWP BD OF ED-00700340 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 04/23/2024 04:02 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by MEGAN STODDART 04/12/2024 11:26 AM				
	<p>Rochelle Smith, determining official, will upload the correct Master Eligibility List (Form 128) and will be diligent in updating it based on revised applications being submitted or when students transfer out. Jodi Aspinall sends emails when students transfer out of district so I will reach out to ensure that Rochelle Smith is getting those emails as well so she can properly update the MEL on a regular basis.</p>				
	<p>The use of the updated MEL form will take place in September 2024 but an increased dedication to updating the MEL with changes will be effective immediately.</p>				
	Flagged by Amy Martin 03/27/2024 09:56 AM				
	<p>The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1.</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>				

## BERLIN TWP BD OF ED-00700340 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	BERLIN TWP BD OF ED-00700340	209	05/06/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 04/23/2024 04:02 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by MEGAN STODDART 04/12/2024 11:22 AM				
	Parents/Guardians were sent form 255 on 4/12/24 indicating the changes effective 4/23/24. To ensure that everyone is on the same page, an email with the letters were sent to Rochelle Smith to update the MEL and Oncourse and to Lucia Henry to update the cafeteria and Lunchtime software.				
	Megan Stoddart, who completes the Verification, will view the recorded verification webinar located in Snears prior to next years' verification to ensure she is up to date on the requirements. Expected date of completion will be 11/1/2025.				
<b>Corrective Action History</b>	Flagged by Amy Martin 03/27/2024 09:57 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)	BERLIN TWP BD OF ED-00700340	214	05/06/2024	CAP Accepted

## BERLIN TWP BD OF ED-00700340 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/23/2024 04:02 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by MEGAN STODDART 04/12/2024 11:27 AM				
	<p>Parent/Guardian was sent form 255 on 4/12/24 indicating the changed from reduced to denied effective 4/23/24. To ensure that everyone is on the same page, an email with the letters were sent to Rochelle Smith to update the MEL and Oncourse and to Lucia Henry to update the cafeteria and Lunchtime software.</p> <p>This should be completely resolved as of 4/23/24.</p>				
	<p>Flagged by Amy Martin 03/27/2024 09:57 AM</p> <p>The SFA must update student eligibility status when there are changes in eligibility due to verification results.</p> <p>One household failed to respond to the verification request (x2) and was since the We Must Check Your Application Letter stating they were being downgraded to paid, however, the student is still receiving reduced-priced meals per the MEL and POS.</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>				

## BERLIN TWP BD OF ED-00700340 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards (On-Site Assessment Tool)	BERLIN TWP BD OF ED-00700340	1217	05/06/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 04/23/2024 04:02 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LUCIA HENRY 04/18/2024 12:25 PM				
	Excel training tracker was created for each employee using the USDA Tracking sample. Document will be updated as training is performed. Implemented on April 8, 2024. For future school years training tracker will start on opening meeting.				
	<p>Flagged by Amy Martin 03/27/2024 09:58 AM</p> <p>Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields.</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. Indicate the date of implementation..</p>				
Group 1: CA Count (2)		BERLIN TWP BD OF ED-00700340		05/06/2024	CAP Accepted

## BERLIN TWP BD OF ED-00700340 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/23/2024 04:04 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by MEGAN STODDART 04/12/2024 11:31 AM				
	Amy Martin directed Megan Stoddart on where to find the appropriate forms, which have been utilized to send any corrections that were identified and will continue to be reviewed for updates and the correct forms utilized moving forward. This corrective action has already been implemented by using the correct forms for the verification and determination issues that were identified.				
	Flagged by Amy Martin 03/27/2024 09:59 AM				
	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statement is at the following link: <a href="https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf">https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</a>				
	The Verification letter has the outdated non-discrimination statement.				
	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.				
	Flagged by Amy Martin 03/27/2024 09:59 AM				
	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "First Notice to Household" (Form 236).				
	The nondiscrimination statement on the letter was incorrect as well as there was additional language in the letter that told the household to send a paystub after 2021, which was inaccurate.				
	Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				
Group 2: CA Count (2)		BERLIN TWP BD OF ED-00700340		05/06/2024	CAP Accepted

## BERLIN TWP BD OF ED-00700340 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 04/23/2024 04:04 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LUCIA HENRY 04/19/2024 01:58 PM				
	The pre K meal pattern is being followed. All staff has had training on the pre k meal pattern and signed off on the training. The pre k students come through the line before any other students. This ensures they will receive the pre k meal pattern. All students are now serve. Implemented on 3/27/24.				
<b>Corrective Action History</b>	Flagged by Amy Martin 03/27/2024 09:59 AM				
	At lunch Offer Versus Serve is not an option for pre-school age students. All students must get all five components.				
	Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
	Flagged by Amy Martin 03/27/2024 09:59 AM				
<b>Corrective Action History</b>	PreK is not co-mingled at lunch. The SFA is utilizing offer versus serve for the PreK students, which is not an option. Two meals observed did not contain the vegetable component. The PreK meal pattern dictates that all students must receive all components (serve only) or be served family-style.				
	Explain in detail, how the finding was 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 Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	JOHN F KENNEDY MEMORIAL-992	318	05/06/2024	CAP Accepted



# BERLIN TWP BD OF ED-00700340 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/23/2024 04:02 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LUCIA HENRY 04/18/2024 12:31 PM				
	Meals will be delivered and served by the cashier to students who eat in the classroom. Student roster will be checked/highlighted and entered into the register by the cashier for each reimbursable meal served. Roster will be attached to the production sheet daily. Effective March 27, 2024				
	Flagged by Amy Martin 03/27/2024 09:58 AM				
	<p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. 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.</p> <p>During lunch, it was observed that four meals were taken by the teacher/aide to the classroom. There is no point of service count for these students.</p> <p>The State Agency has determined that the inaccurate counting of meals observed at breakfast is a systemic problem. The meal counting system must be corrected.</p> <p>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Fiscal action will be taken. 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)	JOHN F KENNEDY MEMORIAL-992	409	05/06/2024	CAP Accepted
	Corrective Action Plan: Accepted by Amy Martin 04/23/2024 04:03 PM				
	CAP Accepted				

BERLIN TWP BD OF ED-00700340 - Corrective Action Report (Detail)

<div>Corrective Action History</div>	<div>Corrective Action Plan: Submitted by LUCIA HENRY 04/19/2024 01:54 PM</div> <div>The Local Pizza Vendor worked with our Corporate Dietitian to build a recipe and a product formulation statement for the pizza being served to the students. These documents were signed by the owner of the establishment and are held by the food service director for reference. Implemented on 4/19/24</div> <div>The legume component is being served daily by having Hummus available for the students. This will be put one the production records daily. Implemented on 3/27/24</div> <div>There is now separate production records being used for the Pre-K and K-5 students. Implemented on 3/27/24</div> <div>All recipes were updated to the correct products being served on all production records. Implemented on 3/27/24</div>

## BERLIN TWP BD OF ED-00700340 - Corrective Action Report (Detail)

	<p>Flagged by Amy Martin 03/27/2024 09:58 AM</p> <p>At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, 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.</p> <p>At lunch, on Wednesday of the review week, a local pizza was offered and served to students. There was no recipe for the pizza or signed manufacturers' product formulation statement (PFS) available during the AR. We know that the pizza contains both the grain and meat/meat alternate components, but since there is no supporting documentation available we are unable to ascertain how much of either. Therefore, this is considered an insufficient quantity of both the grain and meat/meat alternate components.</p> <p>Also at lunch during the review week, the legume vegetable subgroup was not served during lunch of the review week. However, since this week was a four-day school week, the production records for a previous five-day week within the review period (2/12-2/16) were reviewed to ensure that all subgroups were served. This week was missing the legume subgroup.</p> <p>In addition for lunch, although the production records were available, a separate production record must be completed for each age/grade group being served. This means that for lunch, two production records, a K-5, and a PreK production record must be completed.</p> <p>Lastly, for both breakfast and lunch, all production records must be reviewed to ensure accurate and complete data. During the AR, the production records contained inaccurate or missing recipe numbers and were missing crediting information (which is required). Components bundled together MUST list the recipe number on the production record.</p> <p>Each of the issues listed above are Performance Standard 2 (PS2) violations. Failure to correct any of them will lead to repeat PS2 violations and fiscal action in subsequent reviews.</p> <p>Explain in detail, how the findings were 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