

GLOUCESTER CITY BD OF ED-00701770 - 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)	GLOUCESTER CITY BD OF ED-00701770	126	01/27/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 01/26/2023 05:25 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jody McQuaid 01/25/2023 02:33 PM				
	All application errors identified were reviewed by district staff. Households were notified of incorrect determination on 1/9/23 and given 10 days to respond. On 1/20/23 if no response was provided, the household was immediately changed to PAID. We are continuing to work towards correcting errors on applications not included in the review.				
	Flagged by Amy Martin 12/21/2022 01:49 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.) The SFA must indicate the date of correction for all application errors.					
There were 43 application issues identified during the AR. The SFA-1 and SFA-2 list specific details on the errors.					
The applications that were not part of my sample size were also sifted through due to missing paper applications. A lot of them did not contain adult signatures. In addition to the errors listed on the SFA-1 and SFA-2, these must be corrected.					
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	GLOUCESTER CITY BD OF ED-00701770	129	01/27/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 01/25/2023 08:59 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Sarah Bell 01/17/2023 07:27 PM</p> <p>The district went into the application management software and corrected each official.</p>				
	<p>Flagged by Amy Martin 12/21/2022 01:50 PM</p> <p>The determination letter is inconsistent with the Determining Official (DO), Hearing Official (HO), and Verifying Official (VO) on the Off-site Questionnaire.</p> <p>As a reminder, the DO can not be the HO.</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.</p>				
<p>Verification</p>	<p>Verification (On-Site Assessment Tool) (207H)</p>	<p>GLOUCESTER CITY BD OF ED-00701770</p>	<p>207</p>	<p>01/27/2023</p>	<p>CAP Accepted</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 01/25/2023 07:51 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Sarah Bell 01/17/2023 06:21 PM</p> <p>The staff member responsible for verification viewed all verification webinars provided by SNEARS. The FY23 verification process has been restarted as a result of the audit. The district has developed a Verification Timeline Tracker to ensure all steps are being completed and on a timely basis. New letters were sent home 1/5/23.</p> <p>Flagged by Amy Martin 12/21/2022 01:49 PM</p> <p>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.</p> <p>Although the SFA submitted the Verification Collection report (VCR) on 11/27/22, the Verification process was not completed. Many of the applicants did not receive the final letter. In addition, in some cases, the second notice was not sent until this month (December).</p> <p>Verification for SY 2022-23 must be completed and the VCR updated to reflect correct data.</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.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	GLOUCESTER CITY BD OF ED-00701770	208	01/27/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 01/25/2023 08:59 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Sarah Bell 01/17/2023 06:58 PM				
	The confirming official will take a more active role in the verification process and ensure all are reviewed and signed.				
Corrective Action History	Flagged by Amy Martin 12/21/2022 01:50 PM				
	The Confirming Official must record on the Verification Tracker the date of the confirmation review.				
	There is no signature of a confirming official. In addition, at least one application was not considered error-prone (EP) and should have not been selected (as there were multiple others that were).				
	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.				
Verification	Verification (On-Site Assessment Tool) (207H)	GLOUCESTER CITY BD OF ED-00701770	209	01/27/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 01/25/2023 08:59 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Sarah Bell 01/17/2023 06:24 PM				
	The staff member responsible for verification viewed all verification webinars provided by SNEARS and the Confirming Official will take a more active role in the process.				
Corrective Action History	Flagged by Amy Martin 12/21/2022 01:50 PM				
	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number.				
	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 was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	GLOUCESTER CITY BD OF ED-00701770	211	01/27/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 01/25/2023 08:59 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Sarah Bell 01/17/2023 06:51 PM				
	<p>The district has restarted the verification process and resent a complete and correct letter #236 with all same font size. This will be done annually, within the correct timeframe, moving forward.</p> <p>Flagged by Amy Martin 12/21/2022 01:49 PM</p> <p>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).</p> <p>The nondiscrimination statement was included, however, according to the FNS-113, the nondiscrimination statement must be the same size (not smaller) as the rest of the wording.</p> <p>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.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	GLOUCESTER CITY BD OF ED-00701770	215	01/27/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 01/25/2023 08:59 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Sarah Bell 01/17/2023 06:22 PM				
	<p>The staff member responsible for verification viewed all verification webinars provided by SNEARS. The FY23 verification process has been restarted as a result of the audit. The district has developed a Verification Timeline Tracker to ensure all steps are being completed and on a timely basis.</p> <p>Flagged by Amy Martin 12/21/2022 01:50 PM</p> <p>The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.</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.</p>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	GLOUCESTER CITY BD OF ED-00701770	305	01/27/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 01/25/2023 08:59 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Sarah Bell 01/17/2023 07:13 PM				
	Policy 8507 & 8508 was corrected and board approved at the January 5, 2023 board meeting.				
Corrective Action History	Flagged by Amy Martin 12/21/2022 01:49 PM				
	The SFA's Offer Versus Serve (OVS) policy must be updated. The current policy reflects that Cold Springs Elementary school is Serve Only for breakfast and lunch, when it fact, it is OVS.				
	Indicate the date of correction.				
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	GLOUCESTER CITY BD OF ED-00701770	314	01/27/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 01/25/2023 09:04 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kelley Lovern 01/21/2023 03:24 PM				
	After School Snack is starting at the High School on Monday January 23,2023. Kelly Lovern in very familiar with the meal patterns for all grade levels. She will keep separate production records for the High School snacks, rosters will be used for counting then entered into LunchTime POS.				
Corrective Action History	Flagged by Amy Martin 12/21/2022 01:50 PM				
	The SFA must update their annual application with the State Agency (SA) to remove ASP from the HS. ASP has not been offered or served at the HS this SY.				
	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.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	GLOUCESTER CITY HIGH SCHOOL-1062	401	01/27/2023	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 01/25/2023 09:00 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kelley Lovern 01/17/2023 07:54 PM</p> <p>All cashiers received a refresher on offer vs. serve on 1/5/2023. Any new cashiers will be trained before starting their first shift as a cashier. Every August we have a training before school starts on offer vs serve.</p>				
	<p>Flagged by Amy Martin 12/21/2022 01:48 PM</p> <p>Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. Since the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast.</p> <p>One meal claimed for reimbursement did not contain the fruit (or vegetable component).</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.</p>				

Report Selections

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