

CALDWELL-WEST CALDWELL BOE -01300660 - 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)	CALDWELL-WEST CALDWELL BOE - 01300660	126		CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 05/27/2025 10:19 AM CAP Accepted				
	Corrective Action Plan: Submitted by Marissa Fuellhart 05/22/2025 02:51 PM				
	All application errors have been addressed and rectified. All are noted individually in the Errors tab with application numbers used in lieu of students' names.				
	Flagged by Katie Hunter 05/14/2025 08:30 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.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	CALDWELL-WEST CALDWELL BOE - 01300660	128		CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 05/27/2025 10:19 AM CAP Accepted				
	Corrective Action Plan: Submitted by Marissa Fuellhart 05/15/2025 04:00 PM				
	I did not realize there was a frequency formula that the state used. As soon as I realized it, the frequency formula was implemented. We have corrected the errors and moving forward, will continue to use the formula and double check the math.				
	Implementation date was 10/1/24 when the frequency formula was found. Corrections to the specific applications that were incorrect occurred after Katie and I discussed them. Flagged by Katie Hunter 05/14/2025 08:30 AM If two or more income frequencies are reported on the application, income must be annualized by the determining official, using the following formulas: Weekly x 52 Every 2 weeks x 26 Twice a month x 24 *****If one frequency is reported on the application, income is not allowed to be annualized by the determining official. The incomes must be added together and then use the correct frequency column on the guidelines to determine eligibility. Explain, in detail, how the finding will be corrected and the measures 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.				

CALDWELL-WEST CALDWELL BOE -01300660 - 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)	CALDWELL-WEST CALDWELL BOE - 01300660	137		CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 05/27/2025 10:17 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Marissa Fuellhart 05/22/2025 02:46 PM				
	We acknowledge the findings related to the incorrect transfer of certified eligibility information from source documentation (applications and direct certification records) to the benefit issuance documents and systems. All discrepancies (SFA-1) have been individually reviewed and corrected. The eligibility status for each affected student has been accurately updated in the benefit issuance documents, including the master eligibility list, Genesis and the POS system.				
	Moving forward, all eligibility determinations will continue to go through a two-step verification process. One staff member will enter the data, and a second staff member will verify its accuracy before finalization in the benefit issuance system. Internal audits will be conducted monthly to compare a sample of eligibility certifications against the benefit issuance documents to ensure ongoing accuracy. Any discrepancies found will be immediately corrected and documented. Where possible, we are exploring updates to our benefit issuance software to allow for automated import of eligibility information directly from source systems (e.g., direct certification data), reducing the risk of manual errors.				
	All corrective actions and procedures described above have been implemented SFA-wide as of May 7, 2025.				
Corrective Action History	We are committed to maintaining the integrity of our eligibility certification and benefit issuance process and will continue to monitor and improve our practices to ensure compliance and accuracy.				
	Flagged by Katie Hunter 05/14/2025 08:31 AM				
Corrective Action History	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.				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	HARRISON-133917	3		CAP Accepted

CALDWELL-WEST CALDWELL BOE -01300660 - 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
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 05/27/2025 10:18 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by ROSEANN KELLY 05/20/2025 09:54 AM				
	At the time of the lunch review, we immediately corrected the issue and voided out the non reimbursable meals, (see attached documents)				
	A training took place on May 8th and 9th to ensure that food service staff (school Nurse) are able to properly recognize all the components of a reimbursable lunch.				
Meal Components and Quantities - Day of Review	Additional monthly training will be provided to assure that Harrison school is in compliance with a Serve Only Pre-K Program.				
	Flagged by Katie Hunter 05/14/2025 08:31 AM				
	All meal components must be available throughout the entire meal service. 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 (On-Site Assessment Tool - Site) (400H)	HARRISON-133917	401		CAP Accepted
	Corrective Action Plan: Accepted by Katie Hunter 05/27/2025 10:18 AM				
Corrective Action History	CAP Accepted				
	Corrective Action Plan: Submitted by ROSEANN KELLY 05/20/2025 09:53 AM				
	At the time of the lunch review, we immediately corrected the issue and voided out the non reimbursable meals, (see attached documents)				
	A training took place on May 8th and 9th to ensure that food service staff (school Nurse) are able to properly recognize all the components of a reimbursable lunch.				
	Additional monthly training will be provided to assure that Harrison school is in compliance with a Serve Only Pre-K Program.				
	Flagged by Katie Hunter 05/14/2025 08:31 AM				
	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. One component selected must be ½ cup fruit and/or vegetable. Food service. Serve Only site. Students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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.				

CALDWELL-WEST CALDWELL BOE -01300660 - 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

Report Selections

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