

EAST NEWARK BD OF ED-01701200 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	EAST NEWARK BD OF ED-01701200	126	07/11/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 07/10/2025 02:11 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Angicela Matista 07/10/2025 02:03 PM				
	The Error on Lunch Application #3 was that the Parent did not include their Social Security Number. A corrective action was taken after the audit and the Parent was notified of the missing SSN. The Administrative staff member approved the corrected meal application on 06/18/25. The application was then signed by both Determining and Verifying Officials on 06/24/25.				
Verification	Flagged by Kaitlyn Matthews 06/11/2025 11:47 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	EAST NEWARK BD OF ED-01701200	208	07/11/2025	CAP Accepted

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Corrective Action History		Corrective Action Plan: Accepted by Kaitlyn Matthews 07/10/2025 02:13 PM			
		CAP Accepted			
		Corrective Action Plan: Submitted by Angicela Matista 07/10/2025 02:04 PM			
		The Verification Tracker; Form #242 did not include the date the review took place. The corrective action was done by completing the form with the required information. To ensure that this will not occur again The Administrative Staff member will make copies of all documents that are sent to the Parent during Verification. The Form #242 will also be reviewed by the Business Administrator before finalizing Verification. The date of implementation will be on August 1st, 2025.			
		Flagged by Kaitlyn Matthews 06/11/2025 11:48 AM			
		The Confirming Official must record on the Verification Tracker or application the date of the confirmation review.			
<p>Corrective Action Finding:</p> <p>There is no indication that a confirming review took place.</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>					
Verification	Verification (On-Site Assessment Tool) (207H)	EAST NEWARK BD OF ED-01701200	209	07/11/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 07/10/2025 02:12 PM	CAP Accepted			
	Corrective Action Plan: Submitted by Angicela Matista 07/10/2025 02:04 PM				
	The findings will be corrected by using Form #127 as a tool to classify error prone applications. In order to ensure that it will not occur in the future the Administrative Staff member will review the training provided by the Department of Agriculture under Verification. When classifying error prone applications, Form #127 will be used as a reference for the required sample size needed. The date of implementation will be on August 1st 2025.				
	Flagged by Kaitlyn Matthews 06/11/2025 11:48 AM				
	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.				
Corrective Action Finding:					
Error prone applications were not chosen for verification.					
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.					
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Corrective Action History		Corrective Action Plan: Accepted by Kaitlyn Matthews 07/10/2025 02:12 PM			
		CAP Accepted			
		Corrective Action Plan: Submitted by Angicela Matista 07/10/2025 02:04 PM			
		The Verification Tracker Form #242 was completed on 11/27/24 which is past the November 15th deadline. In the future in order to prevent future delays in reporting the annual Verification process will start on October 1st. The date of implementation will be on August 1st, 2025.			
		Flagged by Kaitlyn Matthews 06/11/2025 11:48 AM			
		The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.			
Corrective Action Finding:					
Verification was not complete by November 15th, 2024.					
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.					
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	EAST NEWARK BD OF ED-01701200	810	07/11/2025	CAP Accepted

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Corrective Action History		Corrective Action Plan: Accepted by Kaitlyn Matthews 07/10/2025 02:19 PM CAP Accepted			
		Corrective Action Plan: Submitted by Angicela Matista 07/10/2025 02:03 PM			
		The Form #236 generated from Genesis does include the USDA non-discrimination statement it was on Page 2; it can also be found at our school website under Lunch Application. In order to make sure measures are taken to ensure that it will not occur in the future we will continue to send Form #70 after Parents have completed the School Meals Application implementation will be on August 1st, 2025.			
		Flagged by Kaitlyn Matthews 07/10/2025 12:57 PM			
		The current USDA non-discrimination statement must be included on all program materials/documents distributed to households. The current statement is at the following link: https://www.nj.gov/agriculture/applic/forms/Form%202013%20USDA%20Nondiscrimination%20Statement.pdf			
Corrective Action Finding:					
The USDA non-discrimination statement is not on Form #236, "We Must Check Your Application" for Verification.					
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.					
Professional Standards	Professional Standards (On-Site Assessment Tool)	EAST NEWARK BD OF ED-01701200	1219	07/11/2025	CAP Accepted

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Corrective Action History		<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 07/10/2025 02:12 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Angicela Matista 07/10/2025 02:04 PM</p> <p>The findings will be corrected by providing the State Auditor with the annual training records when visiting the School for the Audit. As of September 2024 all staff are required to take the training above with a summative of 20 Hours by October 31st. The Administrative Staff member has taken more training from the Department of Agriculture regarding the National Food Programs. To ensure that it will not occur in the future all Staff will be required to complete 20 Hours of training by October 31st, 2025 and the Administrative staff will keep a record of this for future Audits. The documents attached show hours that were completed for the 24-25 school year.</p> <p>Flagged by Kaitlyn Matthews 06/11/2025 11:49 AM</p> <p>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: https://theicn.org/.</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>			

Report Selections

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