

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section                            | Form Subsection  | Sponsor/Site Name           | Question # | Due Date   | Status       |
|------------------------------------|--|-----------------------------|------------|------------|--------------|
| Certification and Benefit Issuance | Certification and Benefit Issuance (On-Site Assessment Tool) (124H)  | ST NICHOLAS SCHOOL-01809535 | 126        | 06/28/2024 | CAP Accepted |
| Corrective Action History          | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 02:07 PM   |                             |            |            |              |
|                                    | CAP Accepted   |                             |            |            |              |
|                                    | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:06 PM   |                             |            |            |              |
|                                    | The applicant errors were corrected as of 6/6/2024.  |                             |            |            |              |
| Corrective Action History          | Flagged by Kaitlyn Matthews 05/28/2024 03:40 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. *****The number of Certification and Benefit Errors are greater or equal to 10%, therefore an I |                             |            |            |              |

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| Section  | Form Subsection  | Sponsor/Site Name           | Question # | Due Date   | Status       |
|--|--|-----------------------------|------------|------------|--------------|
| Certification and Benefit Issuance   | Certification and Benefit Issuance (On-Site Assessment Tool) (124H)  | ST NICHOLAS SCHOOL-01809535 | 137        | 06/28/2024 | CAP Accepted |
| Corrective Action History  | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:46 PM   |                             |            |            |              |
|  | CAP Accepted   |                             |            |            |              |
|  | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:24 PM   |                             |            |            |              |
|  | Correction made 6/13/24. A MEL was created to accurately record the eligibility of each student. A list was given in the beginning of the year and updated throughout the year but not properly recorded, When the MEL was created, it showed that we had the correct number of free, reduced and paid students. Moving forward, the MEL will be created and updated as the applications are received.   |                             |            |            |              |
|  | Flagged by Kaitlyn Matthews 05/28/2024 03:59 PM  |                             |            |            |              |
|  | There is no Master Eligibility List on file at the SFA. Attendance sheets are used as point of service documentation and do not contain eligibility determination.   |                             |            |            |              |
|  | 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. |  |                             |            |            |              |
| Certification and Benefit Issuance   | Certification and Benefit Issuance (On-Site Assessment Tool) (124H)  | ST NICHOLAS SCHOOL-01809535 | 138        | 06/28/2024 | CAP Accepted |

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| Section                   | Form Subsection   | Sponsor/Site Name | Question # | Due Date | Status |
|---------------------------|---|-------------------|------------|----------|--------|
| Corrective Action History | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:48 PM  |                   |            |          |        |
|                           | CAP Accepted  |                   |            |          |        |
|                           | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:34 PM  |                   |            |          |        |
|                           | The Master Eligibility List was created 6/6/2024. The MEL will be created beginning October 1, 2024 and will be updated as necessary throughout the school year.  |                   |            |          |        |
|                           | Flagged by Kaitlyn Matthews 05/28/2024 04:04 PM   |                   |            |          |        |
|                           | There is no Master Eligibility List (MEL) on file at the SFA.   |                   |            |          |        |
|                           | 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. |                   |            |          |        |
|                           | 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.  |                   |            |          |        |

# ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section                            | Form Subsection   | Sponsor/Site Name           | Question # | Due Date   | Status       |
|------------------------------------|---|-----------------------------|------------|------------|--------------|
| Certification and Benefit Issuance | Certification and Benefit Issuance (On-Site Assessment Tool) (124H)   | ST NICHOLAS SCHOOL-01809535 | 139        | 06/28/2024 | CAP Accepted |
| Corrective Action History          | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 02:07 PM  |                             |            |            |              |
|                                    | CAP Accepted  |                             |            |            |              |
|                                    | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:05 PM  |                             |            |            |              |
|                                    | A Master Eligibility List was created on June 5, 2024 and a new MEL will be created every October going forward and will be updated as needed.  |                             |            |            |              |
|                                    | Flagged by Kaitlyn Matthews 05/28/2024 03:39 PM   |                             |            |            |              |
|                                    | The SFA must update coded rosters whenever there is a change 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.                                  |                             |            |            |              |
|                                    | 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.  |                             |            |            |              |
| Certification and Benefit Issuance | Certification and Benefit Issuance (On-Site Assessment Tool) (124H)   | ST NICHOLAS SCHOOL-01809535 | 140        | 06/28/2024 | CAP Accepted |
| Corrective Action History          | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 02:08 PM  |                             |            |            |              |
|                                    | CAP Accepted  |                             |            |            |              |
|                                    | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:17 PM  |                             |            |            |              |
|                                    | In August of 2024, the first Direct Certification will be completed and letters will be sent to all families. As each Direct Certification is completed, the families will be notified. All benefit issuance documents will be updated in a timely fashion.   |                             |            |            |              |
|                                    | Flagged by Kaitlyn Matthews 05/28/2024 03:47 PM   |                             |            |            |              |
|                                    | After conducting each direct certification match in SNEARS, the SFA must update benefit issuance documents, as applicable, to ensure eligible students receive benefits. 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. Corrective Action must be applied SFA-wide. |                             |            |            |              |
|                                    | 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                       |   | ST NICHOLAS SCHOOL-01809535 | 207        | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - Corrective Action Report (Detail)

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| Section  | Form Subsection   | Sponsor/Site Name           | Question # | Due Date   | Status       |
|--|---|-----------------------------|------------|------------|--------------|
| Corrective Action History  | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/26/2024 11:09 AM  |                             |            |            |              |
|  | CAP Accepted  |                             |            |            |              |
|  | Corrective Action Plan: Submitted by William McGee 06/26/2024 09:41 AM  |                             |            |            |              |
|  | I have watched the Verification Parts I and II under the training tabs in SNEARS on June 26, 2024 to ensure that I completely understand the process. The MEL will be created as the applications are submitted and verified. The MEL will be updated as needed.                        |                             |            |            |              |
|  | Corrective Action Plan: Rejected by Kaitlyn Matthews 06/25/2024 02:10 PM  |                             |            |            |              |
|  | 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 Verification finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.   |                             |            |            |              |
|  | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:23 PM  |                             |            |            |              |
|  | Correction was made on 6/12/24. MEL was created to keep an accurate record of all student's eligibility. As applications are received, statuses will be updated to keep track of the student's eligibility status throughout the year to avoid future issues.                           |                             |            |            |              |
|  | Flagged by Kaitlyn Matthews 05/28/2024 03:52 PM   |                             |            |            |              |
| SFA explained to the State Agency that one error prone application was chosen for verification (original determination reduced). The family did not respond to the verification request, and was changed to paid status. However, the SFA not did properly complete verification. There is no verification documentation on file (first notice to household-form 236, second notice to household- form 21, verification incomplete letter- form 237, verification results letter- form 244, verification tracker- form 242). Since there is no Master Eligibility List (MEL), unable to determine if the eligibility status was updated. |   |                             |            |            |              |
| 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 .Describe in the CAP how this will be corrected.   |   |                             |            |            |              |
| Verification   | Verification (On-Site Assessment Tool) (207H)   | ST NICHOLAS SCHOOL-01809535 | 208        | 06/28/2024 | CAP Accepted |

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| Section                   | Form Subsection   | Sponsor/Site Name           | Question # | Due Date   | Status       |
|---------------------------|---|-----------------------------|------------|------------|--------------|
| Corrective Action History | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:30 PM  |                             |            |            |              |
|                           | CAP Accepted  |                             |            |            |              |
|                           | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:07 PM  |                             |            |            |              |
|                           | As of the 2024-2025 we will use the proper forms (Verification Tracker) to document the confirmation review. The family will be updated via the Letter of Audit Results(Form 255). The counting and claiming system will be updated and another applicant will be selected to verify. |                             |            |            |              |
|                           | Flagged by Kaitlyn Matthews 05/28/2024 03:40 PM   |                             |            |            |              |
| Corrective Action History | The Confirming Official must record on the Verification Tracker the date of the confirmation review.  |                             |            |            |              |
|                           | If the confirming official does not validate the original determination of an application, the SFA must send the Letter of Audit Results (Form 255) to the household and update the meal counting and claiming system. The SFA must then select another application to verify.        |                             |            |            |              |
|                           | <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>   |                             |            |            |              |
| Verification              | Verification (On-Site Assessment Tool) (207H)   | ST NICHOLAS SCHOOL-01809535 | 209        | 06/28/2024 | CAP Accepted |

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| Section                   | Form Subsection  | Sponsor/Site Name | Question # | Due Date | Status |
|---------------------------|--|-------------------|------------|----------|--------|
| Corrective Action History | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 02:03 PM   |                   |            |          |        |
|                           | CAP Accepted   |                   |            |          |        |
|                           | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:21 PM   |                   |            |          |        |
|                           | The original letter to parent was found and filed. Moving forward, proper forms will be used to complete and document verifications. All staff involved in the program will view the webinar available about verifying applications and the proper steps to take when there is an error prone application.   |                   |            |          |        |
|                           | Flagged by Kaitlyn Matthews 05/28/2024 03:50 PM  |                   |            |          |        |
|                           | SFA explained to the State Agency that one error prone application was chosen for verification (original determination reduced). The family did not respond to the verification request, and was changed to paid status. However, the SFA not did properly complete and document verification. There is no verification documentation on file (first notice to household-form 236, second notice to household- form 21, verification incomplete letter- form 237, verification results letter- form 244, verification tracker-form 242). |                   |            |          |        |
|                           | 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.   |                   |            |          |        |

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|---------------------------|--|-----------------------------|------------|------------|--------------|
| Verification              | Verification (On-Site Assessment Tool) (207H)  | ST NICHOLAS SCHOOL-01809535 | 211        | 06/28/2024 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:31 PM<br>CAP Accepted   |                             |            |            |              |
|                           | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:07 PM<br><br>As of the 2024-2025, October 1, 2024, the "First Notice of Household" (Form 236). A copy of the letter will be retained in the records. A written response to the letter will be kept on file if it is received. If no response is received, that will be noted, and the meal status will be updated.  |                             |            |            |              |
|                           | Flagged by Kaitlyn Matthews 05/28/2024 03:41 PM<br><br>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).   |                             |            |            |              |
|                           | <b>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.</b>  |                             |            |            |              |
|                           |  |                             |            |            |              |
| Verification              | Verification (On-Site Assessment Tool) (207H)  | ST NICHOLAS SCHOOL-01809535 | 212        | 06/28/2024 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:34 PM<br>CAP Accepted   |                             |            |            |              |
|                           | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:09 PM<br><br>During a follow up via a phone call, the parent was notified of the verification process to determine the correct status of the student qualifying for reduced lunch. the parent refused to provide the required documents for verification. Parent was asked to respond via email but did not. After some searching, the original form of contact was found, the letter initially requesting the verification information. Moving forward, all communication will be done via email to record all interactions even if a response is not given. That will be start October 1, 2024 for the 2024-2025 school year. |                             |            |            |              |
|                           | Flagged by Kaitlyn Matthews 05/28/2024 03:41 PM<br><br>When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice to Household" (Form 21).  |                             |            |            |              |
|                           | <b>Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</b>   |                             |            |            |              |
|                           |  |                             |            |            |              |



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| Section                   | Form Subsection   | Sponsor/Site Name           | Question # | Due Date   | Status       |
|---------------------------|---|-----------------------------|------------|------------|--------------|
| Verification              | Verification (On-Site Assessment Tool) (207H)   | ST NICHOLAS SCHOOL-01809535 | 213        | 06/28/2024 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:35 PM<br>CAP Accepted  |                             |            |            |              |
|                           | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:09 PM<br><br>The original letter that was sent out was found. To avoid this issue in the future, a system has been implemented to track the results from verifications. We will communicate with all families via email to ensure a trail of communication is documented and will do so using the proper forms such as the "Verification Letter".  |                             |            |            |              |
|                           | Flagged by Kaitlyn Matthews 05/28/2024 03:42 PM<br><br>The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Verification Results Letter" (Form 244).  |                             |            |            |              |
|                           | <b>Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</b>  |                             |            |            |              |
|                           |   |                             |            |            |              |
| Verification              | Verification (On-Site Assessment Tool) (207H)   | ST NICHOLAS SCHOOL-01809535 | 214        | 06/28/2024 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:36 PM<br>CAP Accepted  |                             |            |            |              |
|                           | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:12 PM<br><br>List were updated manually but not on the proper forms. Moving forward, the proper forms will be used to record all information, including changes. Forms will be sent home to the parent and also an email. A reminder will be sent as well. If a response has not been received by the due date, "no response" will be documented. This will be implemented October 1, 2024.  |                             |            |            |              |
|                           | Flagged by Kaitlyn Matthews 05/28/2024 03:43 PM<br><br>The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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.<br>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. 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.. |                             |            |            |              |
|                           |   |                             |            |            |              |
|                           |   |                             |            |            |              |
| Verification              | Verification (On-Site Assessment Tool) (207H)   | ST NICHOLAS SCHOOL-01809535 | 215        | 06/28/2024 | CAP Accepted |

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| Section                    | Form Subsection  | Sponsor/Site Name           | Question # | Due Date   | Status       |
|----------------------------|--|-----------------------------|------------|------------|--------------|
| Corrective Action History  | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:35 PM   |                             |            |            |              |
|                            | CAP Accepted   |                             |            |            |              |
|                            | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:11 PM   |                             |            |            |              |
|                            | To ensure deadlines are met, the other parties listed as verifiers and etc, will become more hands on during this process. Two or more people will review the applications to ensure all of the required information is on the form and if not, the form will be sent home requesting any additional information. Follow-up's will be done to ensure verification documents are submitted or the parent sends an email stating they refuse to provide the required information. All documentation will be recorded and kept. This will be implemented as of October 1, 2024. |                             |            |            |              |
|                            | Flagged by Kaitlyn Matthews 05/28/2024 03:42 PM  |                             |            |            |              |
|                            | The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.  |                             |            |            |              |
|                            | <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>   |                             |            |            |              |
| Meal Counting and Claiming | Meal Counting and Claiming (Off-Site Assessment Tool) (300H)   | ST NICHOLAS SCHOOL-01809535 | 302        | 06/28/2024 | CAP Accepted |
| Corrective Action History  | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:30 PM   |                             |            |            |              |
|                            | CAP Accepted   |                             |            |            |              |
|                            | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:04 PM   |                             |            |            |              |
|                            | As of 5/23/2024, we have implemented a backup system for our primary meal counting and claiming system. Aside from using the class meal roster to check when a student has claimed a meal, we are using an additional roster where we log the meals the children have chosen and mark off when they are absent for the day or chose not to take their meal. We have also started using the Edit check list to record the daily claims and the daily menu production records.   |                             |            |            |              |
|                            | Flagged by Kaitlyn Matthews 05/28/2024 03:39 PM  |                             |            |            |              |
|                            | The SFA must have a backup system for counting student meals, in case the primary system is compromised. An example would be if the SFA uses a computerized POS system and the power fails. A backup system could be a paper roster if the POS software program is unavailable. 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 Counting and Claiming | Meal Counting and Claiming (On-Site Assessment Tool) (314H)  | ST NICHOLAS SCHOOL-01809535 | 314        | 06/28/2024 | CAP Accepted |

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| Section                   | Form Subsection  | Sponsor/Site Name           | Question # | Due Date   | Status       |
|---------------------------|--|-----------------------------|------------|------------|--------------|
| Corrective Action History | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:45 PM   |                             |            |            |              |
|                           | CAP Accepted   |                             |            |            |              |
|                           | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:24 PM   |                             |            |            |              |
|                           | <p>Correction was implemented on 5/23/24. All classes eat in the cafeteria. We have three lunch periods, Pk from 11am to 11:40am, K-3rd from 11:50am to 12:10pm and 4th-8th from 12:20pm to 12:40pm. Orders are placed ahead of time since we are a very small school and serve a less than half of our student's lunch daily. Orders are recorded and the food is prepared according to the number of students that ordered and are present in school that day. We no longer use lunch tickets because the students are called up and given their lunch during their lunch period. We will continue this process BUT use the CMR to check off the meals as they are taken. If there is a day that a student does not take the meal they ordered, we will not mark them off. In the past when there was a rare occurrence that a student refused their meal that they ordered, they were crossed off the list and not counted during reimbursement. Being fully informed with the proper procedure, all absent students and any student that refuses their lunch will not receive a check as claimed. This will ensure the SA views us properly claiming the reimbursable meals.</p> <p>Flagged by Kaitlyn Matthews 05/28/2024 03:58 PM</p> <p>SNEARS Application Packet reports NSLP/SBP Accountability Method is Coded Ticket/Token and Collection Method is Classroom. Tickets are not being used and students are eating in the cafeteria. Cafeteria staff are using an attendance sheet as the point of service document during breakfast and lunch meal service. The names of students who are absent are being crossed off. Students receiving a reimbursable meal are not being marked off after receiving a reimbursable meal. SFA explained to the state agency (SA) that all students in attendance receive a reimbursable meal. SA offered technical assistance during the administrative review on how to properly count and claim meals</p> <p>The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS. The Schedule A must be revised to reflect the actual meal counting method used.</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> |                             |            |            |              |
| Civil Rights              | Civil Rights (On-Site Assessment Tool) (809H)  | ST NICHOLAS SCHOOL-01809535 | 810        | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section                   | Form Subsection   | Sponsor/Site Name   | Question # | Due Date   | Status       |
|---------------------------|---|---|------------|------------|--------------|
| Corrective Action History | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:41 PM  |   |            |            |              |
|                           | CAP Accepted  |   |            |            |              |
|                           | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:20 PM  |   |            |            |              |
|                           | The non-discrimination statement was printed on 6/19/24 in English and Spanish and placed in the binder where we keep a record of all of our documents for the NSLP as well as posted on the website and a hardcopy in the cafeteria. |   |            |            |              |
|                           | Flagged by Kaitlyn Matthews 05/28/2024 03:48 PM   |   |            |            |              |
|                           |   | SFA's website does not display the updated non-discrimination statement.  |            |            |              |
|                           |   | 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> |            |            |              |
|                           |   | <b>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.</b>   |            |            |              |
| Professional Standards    | Professional Standards (On-Site Assessment Tool)  | ST NICHOLAS SCHOOL-01809535   | 1214       | 06/28/2024 | CAP Accepted |
| Corrective Action History | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:37 PM  |   |            |            |              |
|                           | CAP Accepted  |   |            |            |              |
|                           | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:13 PM  |   |            |            |              |
|                           | Required trainings will be done online, and in person if necessary. Trainings will be obtained via the different formats before the start of the 2024-2025 school year.   |   |            |            |              |
|                           | Flagged by Kaitlyn Matthews 05/28/2024 03:43 PM   |   |            |            |              |
|                           |   | School Nutrition Program directors are required to complete at least 12 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 annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.</b>   |            |            |              |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section  | Form Subsection   | Sponsor/Site Name           | Question # | Due Date   | Status       |
|--|---|-----------------------------|------------|------------|--------------|
| Professional Standards   | Professional Standards (On-Site Assessment Tool)  | ST NICHOLAS SCHOOL-01809535 | 1215       | 06/28/2024 | CAP Accepted |
| Corrective Action History  | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:58 PM  |                             |            |            |              |
|  | CAP Accepted  |                             |            |            |              |
|  | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:14 PM  |                             |            |            |              |
|  | Trainings will be done online and in person if necessary. A record of the certification will be recorded to prove trainings were completed.   |                             |            |            |              |
|  | Flagged by Kaitlyn Matthews 05/28/2024 03:44 PM   |                             |            |            |              |
|  | School Nutrition Program managers are required to complete at least 10 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> . |                             |            |            |              |
| Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation. |   |                             |            |            |              |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section                          | Form Subsection   | Sponsor/Site Name           | Question # | Due Date   | Status       |
|----------------------------------|---|-----------------------------|------------|------------|--------------|
| Professional Standards           | Professional Standards (On-Site Assessment Tool)  | ST NICHOLAS SCHOOL-01809535 | 1217       | 06/28/2024 | CAP Accepted |
| <b>Corrective Action History</b> | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:42 PM  |                             |            |            |              |
|                                  | CAP Accepted  |                             |            |            |              |
|                                  | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:21 PM  |                             |            |            |              |
|                                  | As of 5/23/24, it was discussed that trainings will be done quarterly to ensure all staff involved in the program are up to date with the required trainings and information to properly run the program. All certifications will be printed and filed upon the completion of the training. Any trainings that have been completed but not properly documented will be printed and filed. |                             |            |            |              |
|                                  | Flagged by Kaitlyn Matthews 05/28/2024 03:49 PM   |                             |            |            |              |
| <b>Corrective Action History</b> | SFA does not track professional training hours.   |                             |            |            |              |
|                                  | 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.   |                             |            |            |              |
|                                  | <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)  | ST NICHOLAS SCHOOL-01809535 | 1219       | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section   | Form Subsection   | Sponsor/Site Name  | Question # | Due Date   | Status       |
|---|---|--|------------|------------|--------------|
| Corrective Action History   | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:58 PM  |  |            |            |              |
|   | CAP Accepted  |  |            |            |              |
|   | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:14 PM  |  |            |            |              |
|   | All staff involved in the School Nutrition Program to ensure all are informed on the proper way to operate the program.   |  |            |            |              |
|   | Flagged by Kaitlyn Matthews 05/28/2024 03:45 PM   |  |            |            |              |
| 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> . |   | 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. |            |            |              |
| Group 1: CA Count (2)   |   | ST NICHOLAS SCHOOL-01809535  |            | 06/28/2024 | CAP Accepted |
|   | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:53 PM  |  |            |            |              |
|   | CAP Accepted  |  |            |            |              |
|   | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:42 PM  |  |            |            |              |
|   | Driscoll was contacted on 5/29/24 via telephone about acquiring a list of the domestic products. Will reach back out via telephone and email (for records) to ensure the list is sent and all products ordered are domestic starting September 2024. Will not accept any nondomestic products from this point on. The Buy American policy was brought to our attention on 5/22/24 and will be implemented in September 2024. IF a nondomestic product is served, documentation will be filed to produce in the event of review. |  |            |            |              |

# ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

|                           |   |
|---------------------------|---|
| Corrective Action History | Flagged by Kaitlyn Matthews 05/28/2024 03:55 PM   |
|                           | The review of products on-site at reviewed schools or at off-site storage facilities indicated violations with Buy American.  |
|                           | Canned mandarin oranges from China  |
|                           | Canned carrots from China   |
|                           | Canned mixed Vegetables from Canada   |
| Corrective Action History | Canned green Peas from Canada   |
|                           | Canned sweet corn from Thailand   |
|                           | <b>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.</b> |
|                           | Documentation must be on file for agricultural food components that are not produced or manufactured in the US.   |
|                           | <b>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.</b> |
| Corrective Action History |   |
|                           |   |
|                           |   |
|                           |   |
|                           |   |



# ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

|                       |  |                             |  |            |              |
|-----------------------|--|-----------------------------|--|------------|--------------|
|                       | Flagged by Kaitlyn Matthews 05/28/2024 03:55 PM  |                             |  |            |              |
|                       | Exemption documentation was not available for foods that did not meet the Buy American provision.  |                             |  |            |              |
|                       | Canned mandarin oranges from China   |                             |  |            |              |
|                       | Canned carrots from China  |                             |  |            |              |
|                       | Canned mixed Vegetables from Canada  |                             |  |            |              |
|                       | Canned green Peas from Canada  |                             |  |            |              |
|                       | Canned sweet corn from Thailand  |                             |  |            |              |
|                       | Exemption documentation was not available for foods that did not meet the Buy American provision.  |                             |  |            |              |
|                       | <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> |                             |  |            |              |
|                       |  |                             |  |            |              |
| Group 2: CA Count (2) |  | ST NICHOLAS SCHOOL-01809535 |  | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section                   | Form Subsection  | Sponsor/Site Name           | Question # | Due Date   | Status       |
|---------------------------|--|-----------------------------|------------|------------|--------------|
| Corrective Action History | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:54 PM   |                             |            |            |              |
|                           | CAP Accepted   |                             |            |            |              |
|                           | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:42 PM   |                             |            |            |              |
|                           | As of 5/23/24, accurate and required record taking was implemented and will be retained for at least 3 years in the event of an audit and past fiscal year documents are asked to be produced. |                             |            |            |              |
|                           | Flagged by Kaitlyn Matthews 05/28/2024 03:55 PM  |                             |            |            |              |
|                           | SFA must retain program records for 3 years after the final claim for reimbursement for the fiscal year or until resolution of any audit findings.   |                             |            |            |              |
|                           | 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.                             |                             |            |            |              |
|                           | Flagged by Kaitlyn Matthews 05/28/2024 03:55 PM  |                             |            |            |              |
|                           | SFA must retain program records for 3 years after the final Claim for Reimbursement for the fiscal year or until resolution of any audit findings.   |                             |            |            |              |
|                           | 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.                             |                             |            |            |              |
| Group 3: CA Count (2)     |  | ST NICHOLAS SCHOOL-01809535 |            | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section                                    | Form Subsection   | Sponsor/Site Name       | Question # | Due Date   | Status       |
|--|---|-------------------------|------------|------------|--------------|
| Corrective Action History                  | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:54 PM  |                         |            |            |              |
|  | CAP Accepted  |                         |            |            |              |
|  | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:43 PM  |                         |            |            |              |
|  | Compliance with HACCP principles will be created and implemented for the new school year, September 2024. All staff involved in the program will be made aware of the food safety plan and it will be followed by all. All staff involved in the program will also view any webinars and/or trainings of the HACCP to ensure proper training is done to accurately implement this new plan. |                         |            |            |              |
|  | Flagged by Kaitlyn Matthews 05/28/2024 03:57 PM   |                         |            |            |              |
|  | SFA did not have a food safety plan implemented. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles.   |                         |            |            |              |
| Corrective Action History                  | <b>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.</b>   |                         |            |            |              |
|  | Flagged by Kaitlyn Matthews 05/28/2024 03:57 PM   |                         |            |            |              |
|  | The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website.  |                         |            |            |              |
|  | <b>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.</b>   |                         |            |            |              |
|  |   |                         |            |            |              |
|  |   |                         |            |            |              |
| Meal Counting and Claiming - Day of Review | Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)  | ST NICHOLAS SCHOOL-1651 | 318        | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section                                    | Form Subsection   | Sponsor/Site Name       | Question # | Due Date   | Status       |
|--|---|-------------------------|------------|------------|--------------|
| Corrective Action History                  | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:44 PM  |                         |            |            |              |
|  | CAP Accepted  |                         |            |            |              |
|  | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:24 PM  |                         |            |            |              |
|  | Correction implemented on 5/23/24. Current staff was using a past system to record reimbursable meals. Proper forms were printed and used as of 5/23/24. Our lunches are ordered ahead of time and the orders are recorded. We will continue to use the form we have been using BUT will accurately check off students on the Class Meal Roster as they receive their reimbursable lunches. We will use the CMR with the Daily Menu Production Record and Edit Check Worksheet to ensure all meals are properly recorded and reimbursement is accurate. |                         |            |            |              |
|  | Flagged by Kaitlyn Matthews 05/28/2024 03:54 PM   |                         |            |            |              |
|  | Cafeteria staff are using an attendance sheet as the point of service document during breakfast and lunch meal service. The names of students who are absent are being crossed off. Students receiving a reimbursable meal are not being marked off after receiving a reimbursable meal. SFA explained to the state agency (SA) that all students in attendance receive a reimbursable meal. SA offered technical assistance during the administrative review on how to properly count and claim meals.   |                         |            |            |              |
|  | An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast and lunch. 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.  |                         |            |            |              |
|  | <b>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.</b>   |                         |            |            |              |
|  | The State Agency has determined that the inaccurate counting of meals observed at breakfast and lunch is an ongoing systemic problem. The meal counting system must be corrected.   |                         |            |            |              |
|  | <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. Corrective Action must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.</b>   |                         |            |            |              |
| Meal Counting and Claiming - Day of Review | Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)  | ST NICHOLAS SCHOOL-1651 | 320        | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section                                    | Form Subsection  | Sponsor/Site Name       | Question # | Due Date   | Status       |
|--|--|-------------------------|------------|------------|--------------|
| Corrective Action History                  | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:53 PM   |                         |            |            |              |
|  | CAP Accepted   |                         |            |            |              |
|  | Corrective Action Plan: Submitted by William McGee 06/25/2024 01:26 PM   |                         |            |            |              |
|  | <p>Correction made on 5/23/24. Forms were downloaded and implemented immediately. SA assisted with the proper methods of documentation, recording and counting meals for breakfast and lunch. These forms and methods will continue to be used to ensure the issues will not happen again in the future. All staff involved with the program will be trained on the proper methods with webinars and hands on trainings. Will begin trainings this summer to ensure a smooth transition into the 24-25 school year.</p> <p>Flagged by Kaitlyn Matthews 05/28/2024 04:03 PM</p> <p>Daily breakfast and lunch meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts.</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. Corrective Action must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.</b></p> <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and lunch is an ongoing systemic problem. The system of counting meals, must be corrected.</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. Corrective Action must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.</b></p> |                         |            |            |              |
| Meal Counting and Claiming - Day of Review | Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)   | ST NICHOLAS SCHOOL-1651 | 321        | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section                                    | Form Subsection  | Sponsor/Site Name       | Question # | Due Date   | Status       |
|--|--|-------------------------|------------|------------|--------------|
| Corrective Action History                  | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:46 PM   |                         |            |            |              |
|  | CAP Accepted   |                         |            |            |              |
|  | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:25 PM   |                         |            |            |              |
|  | Corrections were started on 5/23/24. Edit Check Worksheet, Daily Menu Productions Records and the Class Meal Roster forms were printed and copies made to record the data. Moving forward, these forms will be used to accurately record the daily meal counts to avoid issues in the future.  |                         |            |            |              |
|  | Flagged by Kaitlyn Matthews 05/28/2024 04:02 PM  |                         |            |            |              |
|  | SFA did not provide edit check worksheets or production records, state agency is unable to determine review week breakfast and lunch meal counts.  |                         |            |            |              |
|  | Breakfast and lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. |                         |            |            |              |
|  | 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. Fiscal action will be taken. An over claim may be assessed.   |                         |            |            |              |
| Meal Counting and Claiming - Review Period | Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)   | ST NICHOLAS SCHOOL-1651 | 322        | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section                                    | Form Subsection   | Sponsor/Site Name       | Question # | Due Date   | Status       |
|--|---|-------------------------|------------|------------|--------------|
| Corrective Action History                  | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:51 PM  |                         |            |            |              |
|  | CAP Accepted  |                         |            |            |              |
|  | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:35 PM  |                         |            |            |              |
|  | Correction was implemented on 5/23/24. Data was recorded on the correct forms to ensure the required was of recording the data is done. Looking back at our reimbursements, the numbers for free, reduced and paid students never exceeded the number of free, reduced or paid eligible students. Our old system recorded the accurate numbers but because we were not using the correct forms and recording the data in the correct way, this was not seen by the SA during the onsite review. Moving forward, the required forms will be used to avoid all inaccuracies on our end.                   |                         |            |            |              |
|  | Flagged by Kaitlyn Matthews 05/28/2024 04:08 PM   |                         |            |            |              |
|  | SFA did not provide edit check worksheets or production records, state agency is unable to determine review week breakfast and lunch meal counts. State agency offered technical assistance during the on-site review.  |                         |            |            |              |
|  | The system for counting reimbursable breakfast and lunch meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. When a school claims more meals than students eligible in any category, a flaw exists in the method of accountability and/or system of updating all documentation. Immediate investigation and corrective action is necessary. The system for counting meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. |                         |            |            |              |
|  | 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. Fiscal action will be taken. An over claim may be assessed.  |                         |            |            |              |
| Meal Counting and Claiming - Review Period | Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)  | ST NICHOLAS SCHOOL-1651 | 325        | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section  | Form Subsection   | Sponsor/Site Name       | Question # | Due Date   | Status       |
|--|---|-------------------------|------------|------------|--------------|
| Corrective Action History                      | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:41 PM  |                         |            |            |              |
|  | CAP Accepted  |                         |            |            |              |
|  | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:18 PM  |                         |            |            |              |
|  | Forms to accurately record all information were printed and implemented on 5/23/24. Information from forms were matched to ensure numbers were correct and used for reimbursement.  |                         |            |            |              |
|  | The previous method of recording information has been updated by using the correct forms to record all data. This was also put into effect on 5/23/24 when forms were printed and info was accurately transferred for the old system to the required format.                      |                         |            |            |              |
| Corrective Action History                      | Flagged by Kaitlyn Matthews 05/28/2024 03:48 PM   |                         |            |            |              |
|  | Breakfast and lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim.  |                         |            |            |              |
|  | <b>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.</b>   |                         |            |            |              |
|  | The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected.  |                         |            |            |              |
|  | <b>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. Fiscal action will be taken. An over claim may be assessed.</b> |                         |            |            |              |
| Meal Components and Quantities - Day of Review | Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)  | ST NICHOLAS SCHOOL-1651 | 400        | 06/28/2024 | CAP Accepted |



## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section  | Form Subsection   | Sponsor/Site Name       | Question # | Due Date   | Status       |
|--|---|-------------------------|------------|------------|--------------|
| Corrective Action History                      | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:47 PM  |                         |            |            |              |
|  | CAP Accepted  |                         |            |            |              |
|  | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:29 PM  |                         |            |            |              |
|  | Correction was implemented on 5/23/24. Servings size was recorded to ensure we were using the correct number of cans of vegetables. Three cans of peas were used and about half a can was left after students were served the proper servings. All student trays are made before they come down and served with three of the five required components. They have the option to take milk and/or a fruit cup.  |                         |            |            |              |
|  | Flagged by Kaitlyn Matthews 05/28/2024 04:05 PM   |                         |            |            |              |
|  | Day of review, 5/22/2024, lunch: carrots were served, however, there were not enough carrots (3/4 cup) for the last lunch resulting in insufficient quantities.   |                         |            |            |              |
|  | All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. Accurate production records must be kept and should be used to plan appropriate quantities of meal components. |                         |            |            |              |
|  | 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.  |                         |            |            |              |
| Meal Components and Quantities - Day of Review | Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)  | ST NICHOLAS SCHOOL-1651 | 402        | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section  | Form Subsection  | Sponsor/Site Name       | Question # | Due Date   | Status       |
|--|--|-------------------------|------------|------------|--------------|
| Corrective Action History                      | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:43 PM   |                         |            |            |              |
|  | CAP Accepted   |                         |            |            |              |
|  | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:22 PM   |                         |            |            |              |
|  | Correction was made on 5/23/24. Labels were looked at to determine the serving size and the correct number of cans of vegetables were used to ensure all students received the correct serving. Charts were printed to have the portions sizes handy in case there are any questions in the future regarding serving size.   |                         |            |            |              |
|  | Flagged by Kaitlyn Matthews 05/28/2024 03:51 PM  |                         |            |            |              |
| Corrective Action History                      | Insufficient quantities for lunch day of review, 5/22/2024: 1/2 cup carrots offered for grades K-8. Per the five day lunch meal pattern, 3/4 cups of vegetables is the daily minimum requirement.  |                         |            |            |              |
|  | Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. |                         |            |            |              |
|  | Finding is a first time violation for insufficient quantities. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.   |                         |            |            |              |
| Corrective Action History                      | 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.   |                         |            |            |              |
|  |  |                         |            |            |              |
| Meal Components and Quantities - Review Period | Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)   | ST NICHOLAS SCHOOL-1651 | 409        | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section  | Form Subsection  | Sponsor/Site Name       | Question # | Due Date   | Status       |
|--|--|-------------------------|------------|------------|--------------|
| Corrective Action History  | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:48 PM   |                         |            |            |              |
|  | CAP Accepted   |                         |            |            |              |
|  | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:33 PM   |                         |            |            |              |
|  | Correction implemented on 5/23/24. Daily production records were completed. Moving forward, DPR will be completed to have an accurate record of the meals served. Records will be filed to use for accurate reimbursement claims and in the event they need to be produced for a review.   |                         |            |            |              |
|  | Flagged by Kaitlyn Matthews 05/28/2024 04:06 PM  |                         |            |            |              |
|  | Daily production records for breakfast and lunch are not being completed. State agency is unable to determine the meal components and quantities that were offered and served during the review week (4/8/24-4/12/24).   |                         |            |            |              |
|  | At breakfast and 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. |                         |            |            |              |
| 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. |  |                         |            |            |              |
| Meal Components and Quantities - Review Period   | Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)   | ST NICHOLAS SCHOOL-1651 | 410        | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section  | Form Subsection  | Sponsor/Site Name       | Question # | Due Date   | Status       |
|--|--|-------------------------|------------|------------|--------------|
| Corrective Action History                      | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:49 PM   |                         |            |            |              |
|  | CAP Accepted   |                         |            |            |              |
|  | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:34 PM   |                         |            |            |              |
|  | Correction implemented on 5/23/24. DPR was printed and used to properly record the meal components, quantity served and number of students that received their claimed meal. Moving forward, breakfast and lunch will be recorded using this system to ensure we have cooked enough food for those receiving lunch and an accurate daily record. Forms will be filed in the event the records need to be produced for review.  |                         |            |            |              |
|  | Flagged by Kaitlyn Matthews 05/28/2024 04:07 PM  |                         |            |            |              |
|  | <p>Daily production records for breakfast and lunch are not being completed. State agency is unable to determine the meal components and quantities that were offered and served during the review week (4/8/24-4/12/24).</p> <p>At breakfast and lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p> <p>At breakfast and lunch, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p> |                         |            |            |              |
| Meal Components and Quantities - Review Period | Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)   | ST NICHOLAS SCHOOL-1651 | 411        | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section                        | Form Subsection   | Sponsor/Site Name       | Question # | Due Date   | Status       |
|--------------------------------|---|-------------------------|------------|------------|--------------|
| Corrective Action History      | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:50 PM<br>CAP Accepted  |                         |            |            |              |
|                                | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:35 PM<br><br>Correction implemented. Required forms for instructions and record purposes were printed. Procedures were and are being followed as of the implementation date. Enough food was prepared, served and a record was taken but not in the proper way. Moving forward, the required procedures will be followed to ensure all necessary steps are being taken to run a proper program.<br><br>A breakfast form is sent home and all components of the kit are listed. We did not have a menu for the breakfast as it does not change daily. Our breakfast is always a bowl of cereal, graham cracker, juice box and cup of fruit with the option of taking a milk. PK does not have the option to take milk, it is required that they take a 1% white milk, but we did not have any PK students order a breakfast kit. Due to the breakfast kit not having a variety of options, the breakfast was added onto the lunch menu and all components were listed. A menu is sent home with the entire student body monthly whether they order breakfast/lunch or not. It will also be posted to our website starting September 2024. |                         |            |            |              |
|                                | Flagged by Kaitlyn Matthews 05/28/2024 04:07 PM<br><br>Daily production records for breakfast and lunch are not being completed. State agency is unable to determine the meal components and quantities that were offered and served during the review week (4/8/24-4/12/24).<br><br>SFA did not have a school breakfast menu for review week or the on-site visit. Unable to determine if the school complied with the planned menu for the review period. A planned menu for breakfast and lunch is a program required document.  |                         |            |            |              |
|                                | <b>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.</b>   |                         |            |            |              |
| Offer vs Serve - Day of Review | Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)  | ST NICHOLAS SCHOOL-1651 | 501        | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section                               | Form Subsection  | Sponsor/Site Name       | Question # | Due Date   | Status       |
|---------------------------------------|--|-------------------------|------------|------------|--------------|
| Corrective Action History             | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 02:00 PM   |                         |            |            |              |
|                                       | CAP Accepted   |                         |            |            |              |
|                                       | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:15 PM   |                         |            |            |              |
|                                       | Food Service staff will view online trainings on how to accurately recognize reimbursable meals under offer versus serve. All trainings will be viewed in a timely manner to keep up with any and all changes to the system.                 |                         |            |            |              |
| Corrective Action History             | Flagged by Kaitlyn Matthews 05/28/2024 03:45 PM  |                         |            |            |              |
|                                       | Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.   |                         |            |            |              |
|                                       | <b>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.</b>                        |                         |            |            |              |
|                                       |  |                         |            |            |              |
| SFA/Sponsor On-Site Monitoring        | SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)   | ST NICHOLAS SCHOOL-1651 | 901        | 06/28/2024 | CAP Accepted |
| Corrective Action History             | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:38 PM   |                         |            |            |              |
|                                       | CAP Accepted   |                         |            |            |              |
|                                       | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:16 PM   |                         |            |            |              |
|                                       | SFA will conduct the review of breakfast and lunch prior to the February 1st due date. Using Form142, the information will be properly documented.   |                         |            |            |              |
| Corrective Action History             | Flagged by Kaitlyn Matthews 05/28/2024 03:46 PM  |                         |            |            |              |
|                                       | All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. |                         |            |            |              |
|                                       | <b>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.</b>                        |                         |            |            |              |
|                                       |  |                         |            |            |              |
| Food Safety, Storage and Buy American | Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)   | ST NICHOLAS SCHOOL-1651 | 1405       | 06/28/2024 | CAP Accepted |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

| Section                               | Form Subsection  | Sponsor/Site Name       | Question # | Due Date   | Status       |
|---------------------------------------|--|-------------------------|------------|------------|--------------|
| Corrective Action History             | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 02:00 PM   |                         |            |            |              |
|                                       | CAP Accepted   |                         |            |            |              |
|                                       | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:16 PM   |                         |            |            |              |
|                                       | Request for the food safety inspections were made via telephone. In our county, Hudson, we are only required to have one inspection, which we did have. Moving forward, an email will be sent to the city requesting both inspections. When it is time for the second inspection, we will ask that a response stating that we are only required to have one inspection is sent and will be printed and placed into a binder for documentation. |                         |            |            |              |
|                                       | Flagged by Kaitlyn Matthews 05/28/2024 03:46 PM  |                         |            |            |              |
|                                       | SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections.  |                         |            |            |              |
|                                       | <b>Describe in the corrective action how this will be corrected.</b>   |                         |            |            |              |
| Food Safety, Storage and Buy American | Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)   | ST NICHOLAS SCHOOL-1651 | 1408       | 06/28/2024 | CAP Accepted |
| Corrective Action History             | Corrective Action Plan: Accepted by Kaitlyn Matthews 06/25/2024 01:39 PM   |                         |            |            |              |
|                                       | CAP Accepted   |                         |            |            |              |
|                                       | Corrective Action Plan: Submitted by William McGee 06/24/2024 01:17 PM   |                         |            |            |              |
|                                       | Temperature log form was printed and implemented on 5/23/24. We are now using 4 logs to accurately record the temperature daily. We are using two refrigerators and two freezers to store the food.  |                         |            |            |              |
|                                       | Flagged by Kaitlyn Matthews 05/28/2024 03:47 PM  |                         |            |            |              |
|                                       | SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service site.   |                         |            |            |              |
|                                       | <b>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.</b>  |                         |            |            |              |

## ST NICHOLAS SCHOOL-01809535 - 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 system-wide.

**Report Selections**

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