

# MONROE TWP BD OF ED-02303290-02303290 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Professional Standards		1208	06/21/2019	CAP Accepted
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 06/28/2019 11:32 AM	CAP Accepted			
	CAP Submitted NANCY MITROCSAK 06/05/2019 04:49 PM	<p>Both the Business Administrator and the Finance Director will complete 12 hrs. annually of relevant required professional development training.</p> <p>The Clerk who is determining official for the free and reduced lunch application program will complete 6 hrs. of relevant professional development training.</p> <p>The School Business Administrator, Finance Director &amp; Determining Official will report their hours to the Food Service Director and it will be tracked along with the food service staff on an annual basis in the district tracker tool.</p>			
	Flagged Corinne Santos-Hernandez 05/22/2019 02:22 PM	<p>SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee name, school, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. It is mandatory, if being reviewed, that the Primero Edge Teamwork training tracker tool (accessed through SOARS) be used. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>			
On-Site Assessment Tool	Civil Rights		810	06/21/2019	CAP Accepted
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 06/28/2019 11:32 AM	CAP Accepted			
	CAP Submitted NANCY MITROCSAK 06/05/2019 05:04 PM	<p>Action was taken immediately upon learning that the letter used to inform households of eligibility did not contain the current non-discrimination statement.</p> <p>The statement was corrected on May 22, 2019 with current language.</p>			
	Flagged Corinne Santos-Hernandez 05/22/2019 02:23 PM	<p>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 statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: <a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</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.</p>			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		126	06/21/2019	CAP Accepted
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 06/28/2019 11:31 AM	CAP Accepted			
	CAP Submitted NANCY MITROCSAK 06/06/2019 03:15 PM	The correction was made and letters went out on 5/13/19. The actual status change took effect 5/23/19.			
	Flagged Corinne Santos-Hernandez 05/22/2019 02:24 PM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all application errors.			
Off-Site Assessment Tool	Civil Rights		807	06/21/2019	CAP Accepted
Corrective Action History	CAP Accepted Corinne Santos-Hernandez 06/28/2019 11:30 AM	CAP Accepted			
	CAP Submitted NANCY MITROCSAK 06/06/2019 03:23 PM	An annual reminder has been placed into the determining official's calendar with a reminder to complete form 86 for each school, sign the form with title and date of implementation is Oct. 15 of each year.			
	Flagged Corinne Santos-Hernandez 05/22/2019 02:25 PM	<p>The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</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.</p> <p>Form 86 was completed for all the schools in the district. The method of collection, signature of person completing the form with the title and date is missing.</p>			
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	06/10/2019	CAP Accepted

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Corrective Action History	CAP Accepted Lisa Garland 06/18/2019 02:36 PM	CAP Accepted
	CAP Submitted NANCY MITROCSAK 06/18/2019 02:28 PM	<p>Going forward the school district will properly complete the non-program revenue tool annually.</p> <p>We will insure the NPFRT will match the figures to our Exhibit B-5 and include all non-program food</p> <p>revenues and cost in it's calculation. The SFA's revenue ratio via the tool will equal or exceed the SFA's</p> <p>food cost ratio. We will increase revenues on adult prices to be sufficient to cover the cost.</p> <p>this will be monitored by Nancy Mitrocsak, the Food Service Director, no later than Sept. 1 of each year,</p> <p>per the Business Administrator.</p>
	Flagged Lisa Garland 06/06/2019 11:46 AM	<p><b>Finding: Revenue from Non-program Foods</b></p> <p><b>The NPFR Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position &amp; did NOT include all of its nonprogram revenues and costs in its calculation.</b></p> <p><b>In addition, Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f).</b></p> <p><b>A Corrective Action Plan is required</b></p> <p><b>Please review the NPFRT webinar in SNEARS on the proper completion of the tool:</b></p> <p><b>Under Resources, Training, NPFRT Webinar June 2015.</b></p>