

EWING TWP BD OF ED-02101430 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	EWING TWP BD OF ED-02101430	126	05/12/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/02/2025 02:13 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Valerie Chernish 04/29/2025 12:07 PM				
	Applications 15344, Reduced approved application signed 9/3/24. Incomplete/unsigned application deleted 4/28/25.				
	Application 14992, Med F/DC as of 9/18/24.				
Corrective Action History	Application 15180, Free approved application signed on 8/23/24. incomplete/unsigned application deleted.				
	Effective immediately, as of 4/29/2025, all applications will be surveyed to ensure application duplicates removed and that households are contacted for unsigned/incomplete applications.				
Corrective Action History	Flagged by Genel Cook-Wright 04/11/2025 10:19 AM				
	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments. There are reviewed applications found without adult signatures that were approved. The application numbers are as follows: 15344, 14992, and 15180.				

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Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	EWING TWP BD OF ED-02101430	131	05/12/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/02/2025 02:14 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Valerie Chernish 04/29/2025 12:16 PM				
	Household was contacted on 4/11/25 to confirm that the household annual income is in fact \$42,000 and not \$42,000 weekly. This information was also updated on the application on 4/11/25.				
	Flagged by Genel Cook-Wright 04/11/2025 10:20 AM				
	During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2.				
	Application number 15893 was denied due to incorrect weekly income of \$42,000. This was an online application and should have been flagged for the income that was submitted from the household.				
Verification		EWING TWP BD OF ED-02101430	207	05/12/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/02/2025 01:34 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Valerie Chernish 04/29/2025 11:35 AM				
	Moving forward, effective 4/29/2025, SFA will ensure that the total number of applications are verified according to verification report, at 10 applications. SFA will ensure that households are sent verification letters according to their determination/results. Forms 236, 21, 237 and 244 will be sent to households as verification is confirmed and completed.				
	Flagged by Genel Cook-Wright 04/11/2025 10:19 AM				
Corrective Action Findings:	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.				
	The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated.				
	<p>Corrective Action Findings:</p> <p>Per review of Verification documentation and discussion with the verifying official, the SFA did not complete the Verification process per the requirements in The Eligibility Manual for School Meals. Households who did not respond to the SFA's request for verification were not sent the a "Second Letter to Household" and were not sent the notice of adverse action and timeline for benefit termination.</p> <p>Additionally, 10 applications were required for verification per Part 1 of the Verification Collection Report, and the verification process of applications was initiated but not completed for only 5 applications.</p> <p>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	EWING TWP BD OF ED-02101430	209	05/12/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/02/2025 02:14 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Valerie Chernish 04/29/2025 12:10 PM				
	Going forward, and effective immediately as of 4/29/25, SFA will view the verification process webinar to ensure that the verification process is completed according to expectations.				
	Flagged by Genel Cook-Wright 04/11/2025 10:19 AM				
Corrective Action History	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number.				
	The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.				
	Corrective Action Finding:				
	Non Error Prone Applications and students who were on the direct certification list were selected for Verification.				
	Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Verification	Verification (On-Site Assessment Tool) (207H)	EWING TWP BD OF ED-02101430	211	05/12/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/02/2025 01:43 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Valerie Chernish 04/29/2025 11:37 AM				
	Going forward, as of 4/29/2025, SFA will utilized Form 236 to communicate to households a first notice in the verification process to inform families that additional information is needed to confirm status.				
	Flagged by Genel Cook-Wright 04/11/2025 10:19 AM				
	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).				
	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.				
Verification	Verification (On-Site Assessment Tool) (207H)	EWING TWP BD OF ED-02101430	212	05/12/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/02/2025 02:15 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Valerie Chernish 04/29/2025 12:14 PM				
	Going forward, and effective immediately as of 4/29/25, households will received a second notice, per form 21, when additional information is needed for verification.				
	Flagged by Genel Cook-Wright 04/11/2025 10:20 AM				
	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).				
	Corrective Action Finding:				
	Application #14848 and #14854 were not contacted or "Second Notice to Household" (Form 21) was not sent after they did not respond to the request for verification per Verification Tracker and Verifying Official.				
	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.				

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Verification	Verification (On-Site Assessment Tool) (207H)	EWING TWP BD OF ED-02101430	214	05/12/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/02/2025 02:14 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Valerie Chernish 04/29/2025 11:41 AM				
	Households will be sent form 236 and then form 21 to inform them that more information is need to avoid status change. Form 237 will be sent to the household if not enough information has been received. Form 244 will be sent to the household with a final decision. Households will be informed after 10 calendar days. The process will be implemented effective immediately, 4/29/2025.				
	Flagged by Genel Cook-Wright 04/11/2025 10:19 AM				
	The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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.				
	Corrective Action Finding:				
	The eligibility of the verified applications is not marked on the Master Eligibility List (MEL). Additionally, households for whom benefits were terminated due to verification, were not 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.				

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Verification	Verification (On-Site Assessment Tool) (207H)	EWING TWP BD OF ED-02101430	215	05/12/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/02/2025 02:15 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Valerie Chernish 04/29/2025 12:13 PM				
	.Going forward, and effective immediately as of 4/29/2025, SFA will complete the verification process which includes form 244 by November 15 to inform household of results. Verification will take place per the verification collection report, and protocol to confirm results will take place.				
	Flagged by Genel Cook-Wright 04/11/2025 10:20 AM				
Corrective Action History	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.				
	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.				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	EWING TWP BD OF ED-02101430	709	07/29/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 07/23/2025 11:01 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Valerie Chernish 07/23/2025 07:20 AM				
	Thank you for your recent review and the identification of a non-compliance issue regarding our non-program food revenue, as per 7 CFR 210.14(f). We understand that the current revenue generated from the sale of non-program foods is insufficient to cover their associated costs, leading to a shortfall in compliance. We are committed to rectifying this issue promptly and ensuring full adherence to regulations. Going forward, we will continue to revise pricing yearly according to calculation directly associated with costs and indirect costs associated with the program as a whole. We will continue to utilized the Non-Program Food Revenue Tool to calculate the required revenue ratio and identify the specific deficit. From this point forward compliance will be met.				
	Flagged by Lisa Garland 07/22/2025 02:55 PM				
Corrective Action History	FINDING: Non-Program Food Revenue Tool.				
	Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f)				
	Additional Revenue needed to comply				
	Please submit a required Corrective Action Plan				
	Thank You				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	EWING TWP BD OF ED-02101430	806	05/12/2025	CAP Accepted

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	CAP Accepted				
	Corrective Action Plan: Submitted by Valerie Chernish 04/28/2025 01:27 PM				
	<p>Civil Rights Training completed for Dennis Nettleton (BA) on 4/28/2025. Program Director, Valerie Chernish will ensure the board office staff participates in the yearly training along with the rest of the team going forward and as of 4/28/2025.</p> <p>Flagged by Genel Cook-Wright 04/11/2025 10:18 AM</p> <p>Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). Annual training was reviewed for the foodservice; however, the board office staff did not have trainings available for review. The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found 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.</p>				

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Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	GILMORE J FISHER MIDDLE-1710	401	05/12/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/02/2025 01:34 PM CAP Accepted				
	Corrective Action Plan: Submitted by Valerie Chernish 04/29/2025 10:12 AM As of 4/7/2025, all team members will ensure that all students select the proper quantities of meal offerings before exiting the lunch service line. We follow the offer vs serve platform. Students are always offered 5 options. The team will observe as students make their way through the line to ensure that they select at least 3 of those components, 1 component being a 1/2 Cup of fruit or vegetables. This was discussed the same day as the review, as well in a follow up meeting with the team on 4/10/25.				
	Flagged by Genel Cook-Wright 04/11/2025 10:19 AM Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.				
	Corrective Action Finding: Lunch Observation (G. Fisher Middle School/ Grades 6-8) 4/7/25: Two students took a lunch with only 2 components. (1 Grain + 2 fruits) These meals are disallowed and non-reimbursable due to the missing third component.				
	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.				

Report Selections

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