# EDISON TWP BD OF ED-02301290 - Corrective Action Report (Detail)

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

| Section | Form Subsection | Sponsor/Site Name | Question # | Due Date | Status |
|---|---|---|---|---|---|
| Certification and Benefit Issuance | Certification and Benefit Issuance (On-Site Assessment Tool) (124H) | EDISON TWP BD OF ED-02301290 | 126 | 04/27/2026 | CAP Accepted |
| **Corrective Action History** | Corrective Action Plan: Accepted by Corinne Santos-Hernandez 04/29/2026 07:26 AM<br><br>CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Jacqueline Becce 04/17/2026 09:41 AM<br><br>Application #2025-1528-household data, income and household size was reprocessed into the system to ensure the correct eligibility determination was applied on 04/08/2026. | | | | |
| | Flagged by Corinne Santos-Hernandez 03/26/2026 09:57 AM<br><br>Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments. | | | | |
| Verification | Verification (On-Site Assessment Tool) (207H) | EDISON TWP BD OF ED-02301290 | 209 | 04/27/2026 | CAP Accepted |
| **Corrective Action History** | Corrective Action Plan: Accepted by Corinne Santos-Hernandez 04/29/2026 07:27 AM<br><br>CAP Accepted | | | | |
| | Corrective Action Plan: Submitted by Jacqueline Becce 04/17/2026 09:42 AM<br><br>All impacted applications have been updated in the POS to reflect accurate information as provided by paysubs and affected households applicants have been notified via email/letters on 03/26/26.<br><br>The District will take the following steps to avoid further mistakes;<br>• application will be reviewed thoroughly before they are converted into the POS.<br>• when an error occurs the District will make all tempts to communicate to parent via email,phone calls, letter, etc.<br>• all correspondence will be noted/documented in our POS system.<br>• annual verification webinar will be reviewed. | | | | |
| | Flagged by Corinne Santos-Hernandez 03/26/2026 09:57 AM<br><br>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. There were 3 verified applications that were incorrectly verified due to income. 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. | | | | |
| Group 1: CA Count (2) | | EDISON TWP BD OF ED-02301290 | | 04/27/2026 | CAP Accepted |
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| | Corrective Action Plan: Accepted by Corinne Santos-Hernandez 04/29/2026 07:26 AM<br><br>CAP Accepted |
| | Corrective Action Plan: Submitted by Armida Caldwell 04/13/2026 03:17 PM<br><br>Implementation date 3/26/26<br><br>Internal accuracy checks have been implemented as follows:<br><br>• Instructions for how the teacher should complete the breakfast roster is included on each roster<br>• Teachers will be asked to make clear check marks when identifying the students eating.<br>• Any marks that are not legible will be questioned prior to claiming<br>• When entering the students from the roster to the POS system multiple staff members will verify counts |
| | Corrective Action Plan: Submitted by Armida Caldwell 04/13/2026 03:17 PM<br><br>Implementation date 3/26/26<br><br>Internal accuracy checks have been implemented as follows:<br><br>• Instructions for how the teacher should complete the breakfast roster is included on each roster<br>• Teachers will be asked to make clear check marks when identifying the students eating.<br>• Any marks that are not legible will be questioned prior to claiming<br>• When entering the students from the roster to the POS system multiple staff members will verify counts |
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| | Flagged by Corinne Santos-Hernandez 03/26/2026 09:57 AM<br><br>Breakfast 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. 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><br>During the review week, discrepancies were identified in the breakfast meal counts at two school sites:<br><br>Benjamin Franklin School — 2/12/26<br><br>Under-claim of 3 breakfast meals<br><br>Washington Elementary School — 2/13/26<br><br>Over-claim of 1 breakfast meal<br><br>The number of meals claimed exceeded the number of meals actually served.<br><br>To maintain accuracy in meal claiming, daily meal counts reflect only reimbursable meals actually served and internal checks are conducted to prevent over-claims or under-claims before monthly submission. |

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| | Flagged by Corinne Santos-Hernandez 03/26/2026 09:57 AM<br><br>Breakfast 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. 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><br>During the review week, discrepancies were identified in the breakfast meal counts at two school sites:<br><br>Benjamin Franklin School — 2/12/26<br><br>Under-claim of 3 breakfast meals<br><br>Washington Elementary School — 2/13/26<br><br>Over-claim of 1 breakfast meal<br><br>The number of meals claimed exceeded the number of meals actually served.<br><br>To maintain accuracy in meal claiming, daily meal counts reflect only reimbursable meals actually served and internal checks are conducted to prevent over-claims or under-claims before monthly submission. |

***Report Selections***

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