

## DUNELLEN BD OF ED-02301140 - 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)	DUNELLEN BD OF ED-02301140	126	01/06/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/13/2024 11:19 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Richard Pepe 12/11/2024 10:21 AM				
	<p>All identified errors have been resolved as follows:</p> <p>* incorrect case numbers (2 students on same application): The correct case number was obtained on 12/4/24 and a new application was entered into Payschools.</p> <p>* incorrect determination (1 student): The student's determination was changed to Reduced. Notification was sent to the parent on 12/4/24.</p> <p>* missing parent signature (1 student): The parent came to the school office and signed the application on 12/4/24.</p>				
	<p>Flagged by Kaitlyn Matthews 12/04/2024 12:06 PM</p> <p>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.)</p> <p><b>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.</b></p>				
Verification	Verification (On-Site Assessment Tool) (207H)	DUNELLEN BD OF ED-02301140	209	01/06/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/13/2024 11:19 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Richard Pepe 12/11/2024 10:22 AM				
	The district will ensure that all verifications are performed on Federal Free or Reduced applications moving forward.				
	Flagged by Kaitlyn Matthews 12/04/2024 12:06 PM				
	One application chosen for verification was NJEIE. Verification and error prone do not apply to NJEIE students. Verification and error prone remain unaffected as it is based on Federal Income Eligibility Guidelines.				
	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.				

### Report Selections

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