

HIGHLAND PARK BD OF ED-02302150 - 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)	HIGHLAND PARK BD OF ED-02302150	133	01/17/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/30/2024 01:47 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Denise DeRosa 12/30/2024 01:34 PM				
	<p>The District has updated the MEL to reflect the student DC Medicaid Free.</p> <p>The District will run Direct Certification on December 20, 2024 and confirm the statuses are updated correctly on the MEL.</p>				
	<p>Flagged by Kaitlyn Matthews 12/17/2024 08:30 AM</p> <p>One student is documented as DC Medicaid Reduced. However, per Direct Certification in SNEARS, the student is DC Medicaid Free.</p> <p>Documentation for students directly certified as SNAP, TANF and foster is required. Certification errors were found during the State Agency review of documentation for directly certified students. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all direct certification errors recorded. The completed SFA-1 must be uploaded in Documents within the deadline to complete corrective action.</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. Corrective Action must be applied SFA-wide.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	HIGHLAND PARK BD OF ED-02302150	209	01/17/2025	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 12/30/2024 01:47 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Denise DeRosa 12/30/2024 01:35 PM				
	The District will choose error prone applications first before random selection of applications for verification next year.				
Corrective Action History	Flagged by Kaitlyn Matthews 12/17/2024 08:30 AM				
	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.				
	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)	HIGHLAND PARK BD OF ED-02302150	214	01/17/2025	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 12/30/2024 02:19 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Denise DeRosa 12/30/2024 01:34 PM				
	App#625 - District sent notification form #244 to household on 12/11/24 notifying household that eligibility will change to paid effective 1/3/25. District updated MEL to paid effective 1/3/25.				
	App#296 - District sent notification form #244 to household on 11/11/24 indicating status would change to paid on 12/1/24. The District updated the MEL to paid effective 12/1/24 on 12/11/24 and charged the account for meals served between 12/1/24 - 12/11/24.				
	App#116 - District sent notification form #244 to household on 12/11/24 indicating their income was over the limit and effective 1/3/25 their status would change to paid. The District updated the MEL to paid effective 1/3/25.				
	App#648 - District changed status on MEL to Medicaid Free on 12/11/24.				
	App #621 - District sent household notification form #244 on 11/11/24 indicating eligibility status changed to paid effective 12/1/24. District updated MEL to paid effective 12/1/24 on 12/11/24.				
	Flagged by Kaitlyn Matthews 12/17/2024 08:30 AM				
	<p>The SFA must update student eligibility status when there are changes in eligibility due to verification results. Changes in eligibility which result in increased benefit levels must be made as soon as possible, but no longer than 3 operating days of the date the SFA makes the final decision with verification. 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.</p> <p>Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and/or SFA-2.) Do not identify the students' names when providing the documentation under the SFA comments.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	HIGHLAND PARK BD OF ED-02302150	709	02/19/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 02/18/2025 10:50 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Denise DeRosa 02/12/2025 10:57 AM				
	The non-program revenue tool showed non-program food revenue needed to be increased. The Board of Education approved a la carte entree, snack, and beverage price increases prior to the start of the 2024-25 school year in order to increase non-program food revenue. See approved price list for 2024-25.				
	<p>Flagged by Lisa Garland 02/11/2025 12:04 PM</p> <p>FINDING: Non-Program Food Revenue Tool.</p> <p>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</p> <p>Please submit a required Corrective Action Plan</p> <p>Thank You</p>				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	HIGHLAND PARK BD OF ED-02302150	1400	01/17/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/30/2024 01:47 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Denise DeRosa 12/30/2024 01:35 PM				
	District confirmed all HACCP books have been signed on December 16, 2024. Going forward, as part of the on-site review form 142, the district will ensure the HACCPs are not only monitored and updated annually but they are signed as well.				
	<p>Flagged by Kaitlyn Matthews 12/17/2024 08:30 AM</p> <p>HACCP book is available, however it must be monitored, updated, and signed annually as needed.</p> <p>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. 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.</p>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Water	Water (On-Site Assessment Tool - Site) (1300H)	HIGHLAND PARK MIDDLE SCHOOL-57	1300	01/17/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/30/2024 01:46 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Denise DeRosa 12/30/2024 01:33 PM				
	A potable water dispenser has been placed in the MS cafeteria with cups starting on December 13, 2024. It will be made available each serving day.				
	Flagged by Kaitlyn Matthews 12/17/2024 08:30 AM				
	Potable water must be available for students at breakfast and lunch for students served in the cafeteria.				
	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