

## BOONTON TOWN BD OF ED-02700450 - 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)	BOONTON TOWN BD OF ED-02700450	126	02/23/2026	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 08:44 AM CAP Accepted				
	Corrective Action Plan: Submitted by Leslie Alfano-Barboza 02/02/2026 09:54 AM As a final date of 2/2/26, all necessary corrections were made on Meal Applications that were flagged with errors. Required signatures, meal status letters sent home to parents, meal status updates and Form 255 mailed to parents were all updated and Corrective Action documentation and date of documentation were properly noted. Also, in Verification with Error Prone applications, all documentation was noted in Corrective Action with correspondence from Realtime as well as Form 244 sent home to parents.				
	Flagged by Katie Hunter 01/22/2026 02:30 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 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)	BOONTON TOWN BD OF ED-02700450	209	02/23/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 08:48 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Leslie Alfano-Barboza 02/02/2026 02:53 PM</p>				
	<p>As of 2/2/26, a formal letter with Form 244 was sent to the parents. A email on 10/15,prior to Form 244 was emailed to the parent and thereafter the parent sent me proof of income that was requested. When I was calculating the income, I in error, did net income, and not gross, which thereafter showed that this was not a Error Prone Meal Application. The meal status was changed from R&gt;NJEIE. The error I made with the income was due to the original income that was calculated was \$39,000 for a household of two. I should have taken that \$39,000 - \$1200, which is error prone calculations based on annual income with Reduced meal status. If I had done that, it would have showed the total income to be \$37,800, which is below the error prone alert and that application was Federal non-error prone. Overall, there was a email sent to Realtime to discuss the Error Prone report that I had printed on 10/15/25. From that list, all of the applications that were selected(12 in total), should all have incomes based on Gross, not Net, and be flagged as Error Prone. But in the audit, it was then pointed out, that the three I chose, 2 of them, were Federal Non-Error Prone. The response on 1/30 that Realtime provided me was this: Your printout shows applications that were error prone. It has yes under EP to the left of the student ID. The ones you checked, it looks like you verified and updated. I don't know what was updated as notes aren't in the system. I can only see what's on the screen. The ones that were not pulled in the audit remain as error prone. I don't see any issues with this, you just need to remember what updates you made once the parents were audited. I am sure you have notes on paper and the parents proof of income when they got audit.</p> <p>Next year, you would just edit the existing application post audit, change xyz, update the date in the upper left so it shows the correct "last updated". then in the notes add a date, initials and what was changed and why. Then all of that will print on the application together.</p> <p>In the future, to avoid any problems with Verification Reports and Error Prone Meal Applications, I will be getting reacquainted with the Verification process and watching the training webinar in SNEARS.</p>				
	<p>Flagged by Katie Hunter 01/22/2026 02:31 PM</p> <p>SFA's Realtime system not calculating Error Prone applications correctly, SFA was verifying applications that were not Error Prone.</p> <p>SFA calculated the income based on Net not Gross on app#43, TA given on-site.</p> <p>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.</p> <p>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.</p>				

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Verification	Verification (On-Site Assessment Tool) (207H)	BOONTON TOWN BD OF ED-02700450	213	02/23/2026	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 08:45 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Leslie Alfano-Barboza 02/02/2026 10:25 AM				
	<p>As of 2/2/26, Form 244 was sent to parents to let them know final results of the Verification Process and updated Meal Status. Form 244 will be implemented as an Error Prone required process in the future as well as what has already been practiced with Form 236 initially sent out to parents to inform them of the Error Prone meal application and the required additional documentation needed to confirm income. In the future, after the Error Prone reports are printed from Realtime to select what is necessary for Error Prone meal applications, a thorough process will be done to insure that all the verified income is correctly calculated. All verified income will be done by checking the required income that is from the Federal and NJEIE Eligibility Guidelines and calculating income based on Gross income earnings, not Net. Also, then deducting the required additional error prone amount(i.e. Annually \$0-\$1200, Monthly \$0-\$100, etc.), to make sure the revised income calculations are correct to be qualified as Error Prone.</p>				
	Flagged by Katie Hunter 01/22/2026 02:31 PM				
	The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Verification Results Letter" (Form 244). 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.				
Maintenance of Non-Profit School Food Service Account	Maintenance of Non-Profit School Food Service Account (Off-Site Assessment Tool) (700H)	BOONTON TOWN BD OF ED-02700450	701	03/12/2026	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lisa Garland 03/11/2026 03:32 PM CAP Accepted				
	Corrective Action Plan: Submitted by Steven Gardberg 03/11/2026 02:28 PM The district has plans to spend the excess on kitchen supplies and maintenance by 6/30/2026 and will monitor this more closely starting 3/11/2026. The person responsible for this is Steve Gardberg, Business Administrator.				
	Corrective Action Plan: Rejected by Lisa Garland 03/11/2026 02:22 PM Please resubmit your CAP to provide the additional information				
	Corrective Action Plan: Submitted by Steven Gardberg 03/11/2026 08:22 AM The district has plans to spend the excess on kitchen supplies and maintenance and will monitor this more closely going forward.				
	Flagged by Lisa Garland 03/05/2026 12:05 PM FINDING: Net Cash Resources exceeded three months average expenditures which represents incompliance per USDA CFR 210.14 Please submit a required Corrective Action Plan  Thank You				
	Group 1: CA Count (2)		BOONTON TOWN BD OF ED-02700450		02/23/2026

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 08:43 AM CAP Accepted				
	Corrective Action Plan: Submitted by Leslie Alfano-Barboza 02/02/2026 09:37 AM				
	As of 2/2/26, all necessary training hours have been noted and understood. Moving forward, all teachers will meet the minimum 20 hours per year training on how to claim served meals. Also, the Program Director with the required 12 hours per year and the Program Staff with the required 6 hours per year will meet those requirements as well.				
	Flagged by Katie Hunter 01/22/2026 02:31 PM Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="https://theicn.org/">https://theicn.org/</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.				
	Flagged by Katie Hunter 01/22/2026 02:31 PM Tracking tool needs to be cleaned up to be compliant. Include teachers in classroom feedings, all trainings for Board Office staff, put managers under the managers tab, break out FT and PT staff to know if they comply with required hours for job heading.  Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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..				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	SCHOOL ST-2249	318	02/23/2026	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 02/06/2026 11:51 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jenna Pettoni 02/06/2026 08:51 AM				
	Retrained staff on 1/13/2026 with proper claiming and will continue to verify counts with kitchen production.				
	Corrective Action Plan: Rejected by Katie Hunter 02/06/2026 08:44 AM				
	Did NOT indicate Date of Implementation. Must indicate the date of implementation.				
	Corrective Action Plan: Submitted by Jenna Pettoni 02/02/2026 09:17 AM				
Retrained staff on proper claiming and will continue to verify counts with kitchen production.					
Flagged by Katie Hunter 01/22/2026 02:30 PM					
NSLP DOR: teacher for PreK NSLP service Room #106 marked off the rest of week ahead of serving the meals. On-site technical assistance was provided on proper counting and claiming procedures for in classroom feeding and rosters. SFA verbalized understanding. FS staff does/did not go into POS after meal service and pre-check the meals for upcoming days. Roster was adjusted for upcoming days to reflect no meals served.					
An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. 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