

# OCEAN ACADEMY CHARTER SCHOOL-08007893 - 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)	OCEAN ACADEMY CHARTER SCHOOL-08007893	126	07/28/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Casey Miller 08/11/2025 12:53 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by David Block 08/05/2025 10:48 AM				
	The administrative assistant charged with reviewing the forms has gone back and made corrections where needed. This process was completed on 7.28.25. In the future, all applications and reports will be crosschecked by the School Business Administrator to ensure that errors do not occur.				
	Flagged by Casey Miller 06/28/2025 12:05 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.)				
	<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> <p>Please also make sure to go to the Corrections--&gt; Errors tab (both radio buttons SFA-1 and SFA-2) and indicate the date of correction for each application error, check off the completed box, and explain how the error was corrected in the comment box. Do not identify the student's name in the explanation.</p>				
Verification		OCEAN ACADEMY CHARTER SCHOOL-08007893	207	07/28/2025	CAP Accepted

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<b>Corrective Action History</b>		Corrective Action Plan: Accepted by Casey Miller 08/11/2025 12:53 PM			
		CAP Accepted			
		Corrective Action Plan: Submitted by David Block 07/28/2025 10:23 AM			
		Moving forward the number of verified applications will match the sample size number identified.			
		Flagged by Casey Miller 06/28/2025 12:05 AM			
		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.			
Error: The SFA verified more than the 3 required as identified in Part 1 of the Verification Collection Report. During the on-site review 4 applications were provided that were verified and the results didn't match what was reported in Part 2 of the Verification Collection Report.					
<p><b>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.</b></p>					
Verification	Verification (On-Site Assessment Tool) (207H)	OCEAN ACADEMY CHARTER SCHOOL-08007893	208	07/28/2025	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Casey Miller 08/11/2025 12:53 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by David Block 07/28/2025 10:24 AM				
	The Confirming Official will record on the Verification Tracker the date of the confirmation review. This will be ensured by having an additional review of the material by the Food Service Director. Implementation will take place on or before November 15th, 2025.				
	Flagged by Casey Miller 06/28/2025 12:05 AM				
	A confirmation review of the applications selected for verification must be done prior to the start of the verification process. The Confirming Official must sign and record the date the confirmation review took place on the verification tracker or application.				
Error: During the on-site review, there was no documentation that a confirmation review was done. The applications weren't signed by a confirming official and there were no verification trackers provided.					
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)	OCEAN ACADEMY CHARTER SCHOOL-08007893	209	07/28/2025	CAP Accepted

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<b>Corrective Action History</b>		Corrective Action Plan: Accepted by Casey Miller 08/11/2025 12:54 PM			
		CAP Accepted			
		Corrective Action Plan: Submitted by David Block 08/05/2025 10:59 AM			
		The SFA will have two separate food service employees review applications selected to ensure that the verification process adheres to the guidelines established in The Eligibility Manual for School Meals. All implementation, training, or remediation will take place on or before August 30, 2025.			
		Flagged by Casey Miller 06/28/2025 12:06 AM			
		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.			
Verification	Verification (On-Site Assessment Tool) (207H)	OCEAN ACADEMY CHARTER SCHOOL-08007893	213	07/28/2025	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Casey Miller 08/11/2025 12:54 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by David Block 08/05/2025 11:02 AM				
	For the next verification cycle, the SFA will use the "Verification Results Letter" (Form 244).				
	Flagged by Casey Miller 06/28/2025 12:06 AM				
	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).				
Error: A results letter was not sent to the households whose eligibility was decreased (i.e. free to reduced or paid) due to verification.					
<b>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.</b>					
Verification	Verification (On-Site Assessment Tool) (207H)	OCEAN ACADEMY CHARTER SCHOOL-08007893	214	07/28/2025	CAP Accepted

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	CAP Accepted				
	Corrective Action Plan: Submitted by David Block 08/05/2025 11:01 AM				
	With two employees working together on the verification forms and results, the employees will crosscheck the results to a timely basis and ensure that all information is entered properly. This is be implemented during the next verification cycle.				
	Flagged by Casey Miller 06/28/2025 12:06 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. 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.				
Verification	Error: The Master Eligibility List provided during the on-site review was not updated with changes in eligibility due to verification. Thus, could not determine if changes were made in required timeframes.				
	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.				
Verification	Verification (On-Site Assessment Tool) (207H)	OCEAN ACADEMY CHARTER SCHOOL-08007893	215	07/28/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Casey Miller 08/11/2025 12:53 PM	CAP Accepted			
	Corrective Action Plan: Submitted by David Block 08/05/2025 10:53 AM				
	There were some extenuating circumstances this past year, including the lack of response by parents.				
	As in past years, in the future we will follow up in a more timely manner.				
	We will be working with our applicable personnel to start the process sooner, including getting the verification documents to the households sooner. This should start the process sooner and give us more leeway into completing it in a timely manner.				
	Flagged by Casey Miller 06/28/2025 12:06 AM				
	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.				
Error: Verification was completed after November 15th. The Verification Results Letter was not provided during the on-site review of the applications selected for verification. The 1st verification notice letter Form 236 was provided and had response date of Jan 30.					
<b>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.</b>					
Professional Standards	Professional Standards (On-Site Assessment Tool)	OCEAN ACADEMY CHARTER SCHOOL-08007893	1219	07/28/2025	CAP Accepted

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Corrective Action History		<p>Corrective Action Plan: Accepted by Casey Miller 08/11/2025 12:54 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by David Block 08/05/2025 10:56 AM</p> <p>All food service workers will continue to work to complete their annual mandated hours of training. Moving forward, all applicable training will be completed by the end of July for the proceeding school year. All implementation, training, or remediation will take place on or before August 30, 2025.</p> <p>Flagged by Casey Miller 06/28/2025 12:06 AM</p> <p>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>.</p> <p>Error: During the on-site review, training documentation for the admin school staff that determined and verified applications was not provided. This staff is required to have civil rights training and training related to their School Nutrition Program job duties, such as determining applications, direct certification, and verification.</p> <p><b>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.</b></p>			

## Report Selections

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