

BEDMINSTER TWP BD OF ED-03500240 - 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)	BEDMINSTER TWP BD OF ED-03500240	126	01/02/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 12/21/2023 01:06 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LIZ MEECHAN 12/12/2023 08:43 AM				
	Errors were corrected and entered in to the SFA-1 and SFA-2 tabs.				
	Application QA 10 correction was completed on 11/21/23. Forms 255 and 424 was emailed and mailed to parent on 11/21/23. SFA called parent to explain that meal status was changed to NJEIE on 11/21/23.				
	Application 12 correction was completed on 11/22/23. Form 255 was mailed and emailed to parent on 11/21/23. Application was reprocessed and meal status changed to Paid on 11/22/23.				
	Application 10 correction was completed on 11/28/23. Form 64 was mailed and emailed to parent on 11/21/23 and parent contacted school on 11/28/23 and provided last four of SSN.				
	Application 9 correction was completed on 11/28/23. Form 64 was mailed and emailed to parent on 11/21/23 and parent contacted school on 11/28/23 and provided last four of SSN.				
	Application 8 correction was completed on 11/29/23. Form 64 was mailed and emailed to parent on 11/21/23 and parent contacted school and provided last four of SSN as well as returned the signed the application on 11/29/23.				
	Application 6 correction was completed on 11/28/23. Form 64 was mailed and emailed to parent on 11/21/23 and parent contacted school on 11/28/23 and provided last four of SSN.				
	Application 5 correction was completed on 11/28/23. Form 64 was mailed and emailed to parent on 11/21/23 and parent contacted school on 11/28/23 and provided last four of SSN.				
	Flagged by Katie Hunter 12/01/2023 01:04 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.				
	*****The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.				

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Verification		BEDMINSTER TWP BD OF ED-03500240	207	01/02/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 12/21/2023 01:07 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LIZ MEECHAN 12/12/2023 11:59 AM				
	<p>On 10/27/23 Verification Part 1 was submitted.</p> <p>On 11/21/23 Verification was started in Payschools where an application was chosen for verification. On 11/21/23 Form #236 was sent to the Application #10 via us mail and email to the parent. On 11/21/23 Verification Tracker was updated. On 11/27/23 SFA Staff Liz Meechan emailed the parent to follow up that is was received. Parent responded via email on 11/27/23 that they would send the income verification documentation once received. On 11/28/23 SFA Staff Liz Meechan send form #21 to parent via email and us mail and called the parent to follow up on income verification. No response was received by 11/30/23. on 11/30/23 Verification Tracker was updated, Payschools was updated with no response. Forms 237 and 244 were send to Parent on 11/30/23 via email and us mail. on 11/30/23 Verification Part 2 was submitted.</p>				
	<p>Verification training webinars on SNEARS Simplify Verification Part one and part two were viewed by SFA Staff Liz Meechan on 12/1/23.</p> <p>Section Six of Eligibility Manual for School Meals was read by SFA Staff Liz Meechan on 12/4/23.</p> <p>SFA Staff Liz Meechan put recurring calendar reminders in her google calendar to notify her to complete the Verification of the application must be started and completed between 11/1 and 11/15 each year. She will also add it to her calendar of monthly tasks for November of each year as well as printing form 129 the NJ school Nutrition Program Year Calendar to reference due dates.</p>				
Verification	<p>Flagged by Katie Hunter 12/01/2023 01:04 PM</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 .Describe in the CAP how this will be corrected.</p>				
	Verification (On-Site Assessment Tool) (207H)	BEDMINSTER TWP BD OF ED-03500240	209	01/02/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 12/21/2023 01:08 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LIZ MEECHAN 12/12/2023 01:41 PM				
	<p>On 10/27/23 Verification Part 1 was submitted.</p> <p>On 11/21/23 Verification was started in Payschools where an application was chosen for verification. On 11/21/23 Form #236 was sent to the Application #10 via us mail and email to the parent. On 11/21/23 Verification Tracker was updated. On 11/27/23 SFA Staff Liz Meechan emailed the parent to follow up that is was received. Parent responded via email on 11/27/23 that they would send the income verification documentation once received. On 11/28/23 SFA Staff Liz Meechan send form #21 to parent via email and us mail and called the parent to follow up on income verification. No response was received by 11/30/23. on 11/30/23 Verification Tracker was updated, Payschools was updated with no response. Forms 237 and 244 were send to Parent on 11/30/23 via email and us mail. on 11/30/23 Verification Part 2 was submitted.</p>				
	<p>Verification training webinars on SNEARS Simplify Verification Part one and part two were viewed by SFA Staff Liz Meechan on 12/1/23.</p> <p>Section Six of Eligibility Manual for School Meals was read by SFA Staff Liz Meechan on 12/4/23.</p> <p>SFA Staff Liz Meechan put recurring calendar reminders in her google calendar to notify her to complete the Verification of the application must be started and completed between 11/1 and 11/15 each year. She will also add it to her calendar of monthly tasks for November of each year as well as printing form 129 the NJ school Nutrition Program Year Calendar to reference due dates.</p>				
Verification	<p>Flagged by Katie Hunter 12/01/2023 01:04 PM</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>				
	Verification (On-Site Assessment Tool) (207H)	BEDMINSTER TWP BD OF ED-03500240	215	01/02/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 12/21/2023 01:07 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LIZ MEECHAN 12/12/2023 01:40 PM				
	On 10/27/23 Verification Part 1 was submitted.				
	On 11/21/23 Verification was started in Payschools where an application was chosen for verification. On 11/21/23 Form #236 was sent to the Application #10 via us mail and email to the parent. On 11/21/23 Verification Tracker was updated. On 11/27/23 SFA Staff Liz Meechan emailed the parent to follow up that is was received. Parent responded via email on 11/27/23 that they would send the income verification documentation once received. On 11/28/23 SFA Staff Liz Meechan send form #21 to parent via email and us mail and called the parent to follow up on income verification. No response was received by 11/30/23. on 11/30/23 Verification Tracker was updated, Payschools was updated with no response. Forms 237 and 244 were send to Parent on 11/30/23 via email and us mail. On 11/30/23 Verification Part 2 was submitted in SNEARS.				
	Verification training webinars on SNEARS Simplify Verification Part one and part two were viewed by SFA Staff Liz Meechan on 12/1/23.				
Revenue From Non-Program Foods	Section Six of Eligibility Manual for School Meals was read by SFA Staff Liz Meechan on 12/4/23.				
	On 12/1/23 SFA Staff Liz Meechan, in an effort to ensure that verification is not missed in the future, put recurring calendar reminders in her google calendar to notify her to complete the Verification of the application must be started and completed between 11/1 and 11/15 each year. She will also add it to her calendar of monthly tasks for November of each year as well as printing form 129 the NJ school Nutrition Program Year Calendar to reference due dates.				
	Flagged by Katie Hunter 12/01/2023 01:04 PM				
	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. 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.				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	BEDMINSTER TWP BD OF ED-03500240	709	02/07/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 09/18/2024 11:48 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LIZ MEECHAN 09/18/2024 11:39 AM				
	We are reviewing and revising the non program food prices to cover all costs and shortfalls in our food service program.				
	Flagged by Lisa Garland 01/31/2024 01:47 PM				
	FINDING: Non-Program Food Revenue Tool. 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 Please submit a required Corrective Action Plan Thank You				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	BEDMINSTER TWP BD OF ED-03500240	1500	01/02/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 12/21/2023 01:09 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LIZ MEECHAN 12/12/2023 02:54 PM				
	<p>Going forward the SFA will submit reports to the State Agency as required to demonstrate compliance. The SFA will follow the deadlines on the NJ School Nutrition Program Yearly Calendar form 129. Effective 12/12/23 the SFA will check the Announcements and Upcoming Deadlines in SNEARS on a weekly basis during September, October and November and on a monthly basis the rest of the year. On 12/12/23 SFA put recurring annual reminders in google calendar to complete Verification by the deadline of 11/15 each year.</p> <p>Annually the SFA, Staff Member Liz Meechan, will implement as of 12/12/23:</p> <ul style="list-style-type: none"> attend trainings and maintain an excel spreadsheet of professional standards training in a tracker with all appropriate fields to maintain complaint with training keep a hard copy binder for hard and online lunch applications, determination letters, parent letters and application packets in both english and spanish, direct cert data for each of the 4 direct certifications and verification paperwork as well as electronic when appropriate. perform whatever is required for Independent Review of Applications follow the tasks detailed on the corrective action plan with monthly tasks attached 				
	Flagged by Katie Hunter 12/01/2023 01:04 PM				
	SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report, monthly reimbursement claim, etc.) 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