

## SOUTH BOUND BROOK BD OF ED-03504850 - 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)	SOUTH BOUND BROOK BD OF ED-03504850	126	12/27/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/17/2024 01:57 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Debe Besold 12/17/2024 01:36 PM				
	Implementation for the corrective action for #126 was completed on December 13, 2024.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 12/13/2024 11:17 AM				
	Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Debe Besold 12/05/2024 10:44 AM				
	Reached out to the parent and received the social security number.				
Verification	Flagged by Kaitlyn Matthews 11/27/2024 10:57 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.) 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		SOUTH BOUND BROOK BD OF ED-03504850	207	12/27/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/17/2024 01:57 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Debe Besold 12/17/2024 01:36 PM				
	Implementation for the corrective action for #207 was completed on December 13, 2024.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 12/13/2024 11:12 AM				
	Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by Debe Besold 12/05/2024 10:47 AM				
Verification	The responsible staff initially viewed the training webinar regarding the verification process and procedures. The webinar has been reviewed again.				
	Flagged by Kaitlyn Matthews 11/27/2024 10:56 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. 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	SOUTH BOUND BROOK BD OF ED-03504850	208	12/27/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/17/2024 01:57 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Debe Besold 12/17/2024 01:36 PM				
	Implementation for the corrective action for #208 was completed on December 13, 2024.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 12/13/2024 11:11 AM				
	<p><b>Please indicate the date of implementation.</b></p> <p>Corrective Action Plan: Submitted by Debe Besold 12/05/2024 10:49 AM</p> <p>We have put a procedure in place whereby both the determining official and confirming official will both review and sign the Verification Tracker.</p> <p>Flagged by Kaitlyn Matthews 11/27/2024 10:56 AM</p> <p>The Confirming Official must record on the Verification Tracker the date of the confirmation review.</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>				
Verification	Verification (On-Site Assessment Tool) (207H)	SOUTH BOUND BROOK BD OF ED-03504850	209	12/27/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/17/2024 01:56 PM CAP Accepted				
	Corrective Action Plan: Submitted by Debe Besold 12/17/2024 01:34 PM Implementation for the corrective action for #209 was completed on December 13, 2024.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 12/13/2024 11:09 AM <b>Please indicate the date of implementation.</b>				
	Corrective Action Plan: Submitted by Debe Besold 12/05/2024 10:55 AM The SFA chose an additional 'error prone' application which totals the required number of applications to verify (four applications). Initially, a NJEIE was chosen, however, an additional error prone application was selected in its place. Flagged by Kaitlyn Matthews 11/27/2024 10:57 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.  <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>				
	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.  <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>				
Verification	Verification (On-Site Assessment Tool) (207H)	SOUTH BOUND BROOK BD OF ED-03504850	212	12/27/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/17/2024 01:56 PM CAP Accepted				
	Corrective Action Plan: Submitted by Debe Besold 12/17/2024 01:35 PM Implementation for the corrective action for #212 was completed on December 13, 2024.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 12/13/2024 11:11 AM <b>Please indicate the date of implementation.</b>				
	Corrective Action Plan: Submitted by Debe Besold 12/05/2024 10:52 AM The SFA followed up with a phone call and email. This procedure is now in place for future verifications.				
	Flagged by Kaitlyn Matthews 11/27/2024 10:56 AM  When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice to Household" (Form 21).  <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)	SOUTH BOUND BROOK BD OF ED-03504850	213	12/27/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/17/2024 01:56 PM CAP Accepted				
	Corrective Action Plan: Submitted by Debe Besold 12/17/2024 01:35 PM Implementation for the corrective action for #213 was completed on December 13, 2024.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 12/13/2024 11:10 AM <b>Please indicate the date of implementation.</b>				
	Corrective Action Plan: Submitted by Debe Besold 12/05/2024 10:53 AM The SFA sent Form 244, 'Verification Results Letter' and will continue to use this form in the future.				
	Flagged by Kaitlyn Matthews 11/27/2024 10:57 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).				
	<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)	SOUTH BOUND BROOK BD OF ED-03504850	214	12/27/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/17/2024 01:57 PM CAP Accepted				
	Corrective Action Plan: Submitted by Debe Besold 12/17/2024 01:38 PM Implementation for the corrective action for #214 was completed on December 13, 2024.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 12/17/2024 01:36 PM Per SFA, revisions needed for response.				
	Corrective Action Plan: Submitted by Debe Besold 12/17/2024 01:34 PM Implementation for the corrective action for #215 was completed on December 13, 2024.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 12/13/2024 11:09 AM <b>Please indicate the date of implementation.</b>				
	Corrective Action Plan: Submitted by Debe Besold 12/05/2024 10:58 AM The SFA has changed two (2) applications to the appropriate eligibility status and will update eligibility status when applicable.				
	Flagged by Kaitlyn Matthews 11/27/2024 10:58 AM  The SFA must update student eligibility status when there are changes in eligibility due to verification results.				
	<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>				
Verification	Verification (On-Site Assessment Tool) (207H)	SOUTH BOUND BROOK BD OF ED-03504850	215	12/27/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/17/2024 01:55 PM CAP Accepted				
	Corrective Action Plan: Submitted by Debe Besold 12/17/2024 01:33 PM Implementation for the corrective action for #215 was completed on December 13, 2024.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 12/13/2024 11:09 AM <b>Please indicate the date of implementation.</b>				
	Corrective Action Plan: Submitted by Debe Besold 12/05/2024 11:00 AM The SFA has put a process in place to ensure all required verification applications are completed by the November 15th deadline including Form 244 'Verfication Results Letter'.				
	Flagged by Kaitlyn Matthews 11/27/2024 10:59 AM  The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.				
	<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>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	ROBERT MORRIS-2612	401	12/27/2024	CAP Accepted



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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/13/2024 11:07 AM CAP Accepted				
	Corrective Action Plan: Submitted by Tracy Hart 12/10/2024 08:24 PM Staff in-service conducted on December 2 to review proper meal counting. Staff instructed to slow students down to allow accurate meal component counting. Food service director will monitor staff for compliance periodically. Flagged by Kaitlyn Matthews 11/27/2024 10:59 AM Missing Component: Day of Review 11/26/2024- three students did not take fruit with breakfast. Three meals are non-reimbursable. Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast. <b>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.</b>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	ROBERT MORRIS-2612	409	12/27/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 12/17/2024 08:44 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tracy Hart 12/13/2024 11:53 AM				
	All production records reviewed for accuracy. Issue of missing milk on production record reported to Culinary Suite. Staff trained on required documentation of all meal components on 12/2/24				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 12/13/2024 11:08 AM				
	<b>Please indicate the date of implementation.</b>				
Corrective Action History	Corrective Action Plan: Submitted by Tracy Hart 12/10/2024 08:21 PM				
	All production records reviewed for accuracy. Issue of missing milk on production record reported to Culinary Suite. Staff trained on required documentation of all meal componets.				
	Flagged by Kaitlyn Matthews 11/27/2024 10:59 AM				
	Missing Component: Review period 10/21/2024- milk was not on the production record. 31 meals are non-reimbursable.				
Corrective Action History	At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.				
	<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>				

### Report Selections

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