

## SPRINGFIELD BD OF ED-03905000 - 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)	SPRINGFIELD BD OF ED-03905000	128	03/24/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/25/2025 08:55 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Calas 03/20/2025 12:30 PM				
	A review of determining income was reviewed with determining officials. Effective 2/24/25, determination of eligibility was corrected on both the application and MEL. On March 4, 2025, a letter was sent to the household noting the eligibility change. Webinars will be reviewed with determining officials.				
	Flagged by Kaitlyn Matthews 02/21/2025 12:19 PM				
	If two or more income frequencies are reported on the application, income must be annualized by the determining official, using the following formulas: Weekly x 52 Every 2 weeks x 26 Twice a month x 24 *****If one frequency is reported on the application, income is not allowed to be annualized by the determining official. The incomes must be added together and then use the correct frequency column on the guidelines to determine eligibility.				
	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)	SPRINGFIELD BD OF ED-03905000	209	03/24/2025	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 03/25/2025 08:52 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Calas 03/20/2025 12:29 PM				
	The District will ensure that the verification process is conducted and completed by the set deadline and in accordance with established guidelines. The District will ensure that all income support documentation is received by deadline and adjust the eligibility accordingly. The District will be more proactive in outreach efforts to obtain additional information. The District has reached out to household an additional 3 times in an attempt to obtain additional information. District staff will review the verification process and review the webinar.				
	Flagged by Kaitlyn Matthews 02/21/2025 12:19 PM				
Corrective Action History	All supporting income documentation must be obtained to complete the verification process. One verified application did not include all supporting income documentation. The SFA can reach out to the household to obtain additional information and document communication.				
	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)	SPRINGFIELD BD OF ED-03905000	214	03/24/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/25/2025 08:55 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Calas 03/20/2025 12:30 PM				
	The District will adjust the eligibility status within 10 days of the results of the verification. Effective 2/20/25, the District timestamped the results of the verification and sent out letters to the households noting the results of verification. Calendar reminders have been put in place for family outreach when they have a change in eligibility status. District staff will review the verification process and review the webinar.				
	Flagged by Kaitlyn Matthews 02/21/2025 12:19 PM				
	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 <b>10</b> calendar days written advance notice of the change.				
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.					

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	SPRINGFIELD BD OF ED-03905000	215	03/24/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/25/2025 08:54 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Calas 03/20/2025 12:29 PM				
	<p>The District will ensure that the verification process is conducted and completed by the set deadline of 11/15 and in accordance with established guidelines. The District will ensure that all income support documentation is received by deadline and adjust the eligibility accordingly. The District will be more proactive in outreach efforts to obtain additional information.</p> <p>Effective 2/20/25, the District timestamped the results of the verification and sent out letters to the households noting the results of verification. Calendar reminders have been put in place for family outreach when they have a change in eligibility status. District staff will review the verification process and review the webinar.</p>				
	<p>Flagged by Kaitlyn Matthews 02/21/2025 12:19 PM</p> <p>The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.</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>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	JONATHAN DAYTON-3641	401	03/24/2025	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 03/25/2025 08:52 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Heather Ogle 02/28/2025 10:19 AM				
	Employees were retrained on the components of a meal on 2/24/25. Management will be supervising cashiers to make sure the meals are claimed properly. Extra fruits and vegetables will be available in additional areas of the serving line along with signage.				
	Flagged by Kaitlyn Matthews 02/21/2025 12:18 PM				
	Day of review lunch observation 2/18/2025- One student did not take a fruit or vegetable with the lunch meal.				
	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component 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 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch.				
	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.				
Group 1: CA Count (2)		SPRINGFIELD BD OF ED-03905000		03/24/2025	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 03/25/2025 08:55 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Calas 03/20/2025 12:31 PM				
	Effective 2/24/25, determination of eligibility was corrected on both the application and MEL and Form 117. On March 4, 2025, a letter was sent to the household noting the eligibility change Webinars will be reviewed with determining officials. The District will review guidelines and ensure all processes are followed for eligibility determination.				
	Flagged by Kaitlyn Matthews 02/21/2025 12:18 PM				
	During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2.				
	Flagged by Kaitlyn Matthews 02/21/2025 12:18 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.)				
	<b>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.</b>				

### Report Selections

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