

SUMMIT BD OF ED-03905090 - 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)	SUMMIT BD OF ED-03905090	126	02/02/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 02/04/2026 10:49 AM CAP Accepted				
	Corrective Action Plan: Submitted by Derek Jess 02/03/2026 03:30 PM Adult signature obtained on 2/3/26.				
	Flagged by Kaitlyn Matthews 01/30/2026 10:30 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	Verification (On-Site Assessment Tool) (207H)	SUMMIT BD OF ED-03905090	208	02/02/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 02/04/2026 10:49 AM CAP Accepted				
	Corrective Action Plan: Submitted by Derek Jess 02/02/2026 02:22 PM Verification Tracker Form #242 for each of the four verified applications have been signed by the Confirming Official. It has been noted for next year to incorporate that step into the verification process. Completed 2/2/26.				
	Flagged by Kaitlyn Matthews 01/30/2026 10:30 AM The Confirming Official must record on the Verification Tracker the date of the confirmation review.				
	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)	SUMMIT BD OF ED-03905090	209	02/02/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 02/04/2026 10:49 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Derek Jess 02/04/2026 10:44 AM</p> <p>For the verification process - the paycheck that was provided indicated regular pay and included an additional income line titled, "benefits". The income used for the verification process was the gross from the regular earnings, excluding the additional payment for "benefits". This led to a change from reduced to federal denied (NJEIE). At the recommendation of the reviewer, a call was made to the employee who indicated the additional pay is an ongoing payment to the employee.</p> <p>Therefore, this should be considered income and the application should be denied. A letter of adverse action was mailed to the parent on 2/4/26 - and the student will be changed to full pay on Genesis (POS) and noted on the MEL as of 2/16/26.</p> <p>In the future, the verification process will include follow up for clarification on any unclear sources.</p>				
Corrective Action History	<p>Flagged by Kaitlyn Matthews 01/30/2026 10:30 AM</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.</p> <p>Corrective Action Finding:</p> <p>Application 2 was selected for verification. Net income was used instead of gross income resulting in an incorrect determination from reduced to federal denied, NJEIE. The application must be changed to federal denied.</p> <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>				
	Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	SUMMIT SR HIGH-2786	318	02/02/2026

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 02/04/2026 10:49 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Heather Ogle 02/03/2026 01:14 PM				
	An inservice training for all staff was held on 2/2/26 to review reimbursable meals. This training takes place annually or on an as need basis.				
	Flagged by Kaitlyn Matthews 01/30/2026 10:30 AM				
	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.				
	<p>Corrective Action Finding: Lunch observation (1/29/2026)</p> <p>During the lunch service observation, a student was counted as a reimbursable meal at the point of service after selecting only two fruit components. Although the student ultimately selected all required components to make the meal reimbursable, the meal did not meet reimbursable meal requirements at the point of service when it was counted.</p> <p>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.</p>				

Report Selections

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