

WASHINGTON TWP BD OF ED-04105530 - 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)	WASHINGTON TWP BD OF ED-04105530	126	06/30/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/04/2025 07:51 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by JEAN FLYNN 06/03/2025 09:39 AM				
	During the State Agency review, two selected free and reduced-price meal applications were found to be incomplete. SFA-1 was the last 4 digits of SSN and parent signature and SFA-2 was missing a parent signature. All personnel responsible for processing the applications will need to be retrained on the required components of a valid application and proper procedures for verifying completeness before making an eligibility determination. June 3, 2025 all SFA correction were addressed and corrected.				
	An application review checklist has been implemented to verify that each application contains all required elements (i.e. parent/guardian signature, last four digits of SSN or indication of no SSN. A periodic internal audit will be conducted during the school year to ensure continued compliance with application requirements.				
Corrective Action History	Flagged by Katie Hunter 05/30/2025 09:54 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.				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	WASHINGTON TWP BD OF ED-04105530	807	06/30/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 09:43 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by JEAN FLYNN 06/04/2025 09:55 AM				
	On June 3, 2025 designated staff member and business administrator implemented the Corrective Action Plan and determined it would be most efficient to incorporate the completion and submission of Form 86 with the ASSA (Application for State School Aid) reporting process, which shares the same October 15th deadline. This alignment ensures both reports are treated as priority compliance items with a coordinated workflow and timeline. Civil Rights Compliance Form will be included in the email reminder that is sent out at least 10 days prior to the deadline to ensure timely action.				
	The designated staff member will receive annual refresher training on Civil Rights requirements. An internal review will be conducted by a secondary staff member to verify form completeness and accuracy before submission.				
	Corrective Action Plan: Rejected by Katie Hunter 06/04/2025 07:53 AM				
	Indicate date of implementation.				
Corrective Action History	Corrective Action Plan: Submitted by JEAN FLYNN 06/03/2025 09:39 AM				
	After reviewing the corrective action plan with the designated staff member, we determined it would be most efficient to incorporate the completion and submission of Form 86 with the ASSA (Application for State School Aid) reporting process, which shares the same October 15th deadline. This alignment ensures both reports are treated as priority compliance items with a coordinated workflow and timeline. Civil Rights Compliance Form will be included in the email reminder that is sent out at least 10 days prior to the deadline to ensure timely action.				
	The designated staff member will receive annual refresher training on Civil Rights requirements. An internal review will be conducted by a secondary staff member to verify form completeness and accuracy before submission.				
Corrective Action History	Flagged by Katie Hunter 05/30/2025 09:54 AM				
	SFA did not complete form 86 by deadline of 10/15/2024, also incomplete sections; method of collection was not selected.				
Corrective Action History	The SFA must annually collect racial/ethnic date and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: www.nj.gov/agriculture/applic/forms/#5 . 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