

ALLAMUCHY TWP BD OF ED-04100030 - 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)	ALLAMUCHY TWP BD OF ED-04100030	135	07/07/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/08/2025 08:23 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Bryan Falkowski 07/03/2025 09:15 AM				
	Moving into the 2025-2026 school year, the Business Office will maintain three years of documentation for direct-certified students. We will print out the direct certified report at the conclusion of the school year. Both the Business Administrator and Superintendent will sign off on the documentation, indicating it has been reviewed and approved.				
	Date of implementation 6/30/2025				
Corrective Action History	Flagged by Katie Hunter 06/06/2025 12:00 PM				
	Direct certification documentation must be kept on file for three years after the fiscal year to which they pertain. Acceptable documentation includes the printout of directly certified students from SNEARS and/or the individual completed Notification for Free Meals/Free Milk Through Direct Certification (Form #121) printed from 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..				
	Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	ALLAMUCHY TWP BD OF ED-04100030	140	07/07/2025
	CAP Accepted				
	Corrective Action Plan: Accepted by Katie Hunter 07/08/2025 08:24 AM				
Corrective Action History	CAP Accepted				
	Corrective Action Plan: Submitted by Bryan Falkowski 07/03/2025 09:15 AM				
	The district will update our benefit issuance document, along with our MEL, whenever a new student qualifies through Direct Certification. This will ensure that our system is up to date and will allow all enrolled students to receive the benefits that they qualify for. This will be corrected for the current year and the practice will carry over into all future years for the NSLP.				
	Date of Implementation 6/30/2025				
	Flagged by Katie Hunter 06/06/2025 12:00 PM				
Corrective Action History	After conducting each direct certification match in SNEARS, the SFA must update benefit issuance documents, as applicable, to ensure eligible students receive benefits. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. Corrective Action must be applied SFA-wide. 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..				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	ALLAMUCHY TWP BD OF ED-04100030	807	07/07/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/08/2025 08:24 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Bryan Falkowski 07/03/2025 09:16 AM				
	Beginning with the 2025-2026 School year, the Superintendent will complete the Civil Rights Compliance Form (#86) no later than October 15 for both schools in the district. The form will be completed by the Principal and signed off by the Business Administrator and Superintendent and maintained in the Food Service Shared Google Drive so it is available upon request to review.				
	Date of Implementation 6/30/2025				
Corrective Action History	Flagged by Katie Hunter 06/06/2025 12:01 PM				
	The SFA must annually collect racial/ethnic data 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. SFA must have a completed Civil Rights Compliance Form (#86) available for each school during the current school year. The 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.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	ALLAMUCHY TWP BD OF ED-04100030	1005	07/07/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/08/2025 08:24 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Bryan Falkowski 07/03/2025 09:16 AM				
	The District Wellness Policy (P8505) is posted on the district website (https://www.aes.k12.nj.us/Page/135). The Superintendent will convene a Wellness Committee to review the Policy no later than October 1, 2025. Any necessary policy changes will be presented to the Board of Education for policy update.				
	Date of Implementation 6/30/2025				
Corrective Action History	Flagged by Katie Hunter 06/06/2025 12:01 PM				
	A copy of the most recent assessment of the implementation of the local school wellness policy was not provided. The wellness policy must be assessed by the wellness committee, on a triennial basis or more recent depending on your local wellness policy. Provide the date the assessment was completed. In addition, upload a copy of the assessment to the documents tab.				
	Professional Standards (On-Site Assessment Tool)	ALLAMUCHY TWP BD OF ED-04100030	1217	07/07/2025	CAP Accepted
	Corrective Action Plan: Accepted by Katie Hunter 07/08/2025 08:24 AM				
	CAP Accepted				
Corrective Action History	Corrective Action Plan: Submitted by Bryan Falkowski 07/03/2025 09:15 AM				
	The Business Administrator will maintain the training documentation for all employees using the USDA Training Tracking Tool. This form will be maintained and stored in the Shared Google Drive so it is available upon request to review.				
	Date of Implementation 6/30/2025				
	Flagged by Katie Hunter 06/06/2025 12:00 PM				
	Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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..				
Group 1: CA Count (6)		ALLAMUCHY TWP BD OF ED-04100030		07/07/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/08/2025 08:25 AM
	CAP Accepted
	Corrective Action Plan: Submitted by Bryan Falkowski 07/03/2025 09:25 AM
	The school will utilize the State issued "Verification Results Letter" (Form 244) to notify households that they have the right to appeal an application determination.
	The school acknowledges that if our first attempt at contacting a household for verification is unsuccessful that the school must follow up a second time. The school will either call, email or use Form 21 to reach out a second time.
	For the first notice of verification, the school will start to use Form 236. This will ensure that the school is requesting all required information from the household.
	Going forward, applications chosen for verification will be chosen randomly. The school will always select from Error Prone applications first. If an application is randomly chosen and that student is no longer enrolled with the district, a new application will be randomly selected. Staff will be instructed to view the Verification webinar on SNEARS each year to ensure the correct processes are carried out.
	The school acknowledges that the Confirming Official must record on the Verification Tracker the date of the confirmation review.
	The School will complete the verification process according to guidelines established in The Eligibility Manual for School Meals.
	Date of implementation 6/30/2025
	Flagged by Katie Hunter 06/06/2025 12:01 PM
	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). 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.
	Flagged by Katie Hunter 06/06/2025 12:01 PM
	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). 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.

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	Flagged by Katie Hunter 06/06/2025 12:01 PM				
	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "First Notice to Household" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				
	Flagged by Katie Hunter 06/06/2025 12:01 PM				
	<p>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. 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> <p>The SFA must select and verify a new application if a household selected for verification leaves the district before the process is completed. The new application must be selected on the same basis (e.g. error prone). 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> <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>				
	Flagged by Katie Hunter 06/06/2025 12:01 PM				
	<p>The Confirming Official must record on the Verification Tracker the date of the confirmation review.</p> <p>If the confirming official does not validate the original determination of an application, the SFA must send the Letter of Audit Results (Form 255) to the household and update the meal counting and claiming system. The SFA must then select another application to verify.</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>				
	Flagged by Katie Hunter 06/06/2025 12:01 PM				
	<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>The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated. 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>				
	Group 2: CA Count (2)		ALLAMUCHY TWP BD OF ED-04100030	07/07/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/08/2025 08:26 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Bryan Falkowski 07/03/2025 09:31 AM				
	Going forward, the school will always notify households, whom have been denied benefits, in writing. The notification will include the reason for the denial, the right to appeal, instructions on how to appeal and the household's option to reapply at any time during the school year.				
	Going forward, the School will always notify households either in writing or verbally, of their eligibility status when they are approved for either free or reduced price benefits. The School will either e-mail or directly correspond verbally with the adult household member who signed the application.				
	Date of Implementation 6/30/2025				
	Flagged by Katie Hunter 06/06/2025 12:01 PM				
	Households with students who are denied benefits must be notified, in writing, of the denial. The notification must include the reason for the denial, the right to appeal, instructions on how to appeal and household's option to reapply at any time during the school year. 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.				
Group 3: CA Count (3)	Flagged by Katie Hunter 06/06/2025 12:01 PM				
	Households must be notified, either in writing or verbally, of their eligibility status as approved for free or reduced price benefits. The SFA may e-mail the notification of the household's approval to the adult household member who signed the application. 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.				
	Corrective Action Plan: Accepted by Katie Hunter 07/11/2025 12:37 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Charles Seipp 07/11/2025 12:13 PM				
	Students in SFA-1 were updated from prior status to paid on 7/11/2025 since applications could not be found or verified.				
	Corrective Action Plan: Rejected by Katie Hunter 07/08/2025 08:30 AM				
	Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 .) The SFA must indicate the date of correction for all errors recorded. The completed SFA-1 must have the Column " Date of Correction " filled in to complete corrective action. Kindly fill out that column and resubmit this CAP once completed.				

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Corrective Action History	Corrective Action Plan: Submitted by Bryan Falkowski 07/03/2025 09:41 AM
	<p>The school will ensure that a students eligibility determination will be correctly transferred from the source document to the benefit issuance document. The school will need to keep the POS system and MEL/Roster fully updated anytime there is a eligibility determination or categorical change for all students. A test will be done routinely to compare both to ensure accuracy. Errors will be reviewed and corrected.</p>
	<p>Documentation for all students who are Directly Certified through the DC Process on SNEARS will routinely be monitored and correctly listed on the school benefit issuance document. If a student is Directly Certified it is essential that that student received free meals.</p>
	<p>The errors noted on the Eligibility Certification and Benefit Issuance Worksheet have been reviewed and corrected. Going forward the School will have a better process for determining free/reduced price applications. This will consist of peer review to ensure consistency and accuracy with all determinations.</p>
	<p>Date of Implementation 6/30/2025</p>
	<p>Flagged by Katie Hunter 06/06/2025 12:01 PM</p>
	<p>Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA. 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>
	<p>Flagged by Katie Hunter 06/06/2025 12:01 PM</p>
	<p>Documentation for students directly certified as SNAP, TANF and foster is required. Certification errors were found during the State Agency review of documentation for directly certified students. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all direct certification errors recorded. The completed SFA-1 must be uploaded in Documents within the deadline to complete corrective action. 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. Corrective Action must be applied SFA-wide.</p>

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Flagged by Katie Hunter 06/06/2025 12:01 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.

NOTE: 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.

Report Selections

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