

Administrative Review Summary Report

LEA: South Hunterdon Regional School District

Agreement #: 019-01376

School Nutrition Review Team and Lead: Kate Sheppard

School(s) Reviewed for Lunch & Breakfast: Lambertville

Review Date(s): 6/1/16 & 6/2/16

Date of Exit Conference: 6/2/16

This Administrative Review (AR) Summary Report provides written notification of the review findings of your districts nutrition programs. **The findings detailed below require corrective action.** As discussed at the exit conference held on 6/2/16, prompt corrective action is required. Documentation of corrective action must be received within 30 calendar days of this email.

Fiscal action must be assessed when LEA claims or receives more federal funds than earned under 7 CFR 210.7, and may result in an over-claim for the LEA. Notations are provided under each section to specify potential for fiscal action. The LEA will be notified if meals are disallowed or reimbursement is recovered and the right to appeal.

Complete the documented corrective action and date implemented in the appropriate sections of this report. Include documentation needed to demonstrate corrective action was completed, if specified. Email the completed report to the following address:

Subject line: LEA Name and Documented Corrective Action

Email: kate.sheppard@ag.state.nj.us

Review Findings Needing Corrective Action

Meal Access and Reimbursement

Certification and Benefit Issuance (100)

Fiscal action, which may result in an over-claim for the LEA, must be assessed for errors resulting from incomplete applications, miscategorized certifications, and benefit issuance errors. The **Eligibility Certification and Benefit Issuance Error Worksheet** and/or **Other Eligibility Certification and Benefit Issuance Error Worksheet** which capture the errors needing follow up were previously emailed.

The following areas need corrective action:

- Free and reduced price meal applications were incomplete or incorrectly approved or denied

State Agency (SA)'s Suggested Corrective Action:

- Correct all application errors identified on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1 and SFA-2) and record the date of correction. Send the completed forms to kate.sheppard@ag.state.nj.us
- Any online application system must be submitted to and approved by our office annually. Ensure this will be completed for the 2016-2017 school year using the new system.

[LEA's Documented Corrective Action and date implemented:](#)

Verification (200)

Fiscal action must be assessed when the LEA fails to make changes in benefits that occurred as a result of verification. The ***Eligibility Certification and Benefit Issuance Error Worksheet*** and/or ***Other Eligibility Certification and Benefit Issuance Error Worksheet*** capture the errors that need follow up and were previously emailed.

The following areas need corrective action:

- Eligibility status updates due to verification results were not made

State Agency (SA)'s Suggested Corrective Action:

Develop and implement procedure(s) to ensure:

- When eligibility status changes due to verification, the new status is correctly put into the student database and POS system.

LEA's Documented Corrective Action and date implemented:

General Program Compliance

Civil Rights (800)

The following areas need corrective action:

- Incorrect non-discrimination statement on appropriate program materials, including website
- Procedures were not in place for receiving and processing complaints alleging discrimination within school meal programs

State Agency (SA)'s Suggested Corrective Action:

- The USDA non-discrimination statement was recently updated. The District website must have the updated non-discrimination statement posted as well as procedures in place for receiving and processing complaints (refer to forms # 213 & 148). Provide below when this was completed and the link to the district website where it is posted.

LEA's Documented Corrective Action and date implemented:

Local Wellness Policy (1000)

The following areas need corrective action:

- The public was not informed of results of the most recent assessment

State Agency (SA)'s Suggested Corrective Action:

- Post the most recent assessment on the district website with the wellness policy. Provide the link to the district website where it is posted.

LEA's Documented Corrective Action and date implemented:

Professional Standards (1200)

The following areas need corrective action:

- Training documentation was not recorded on the USDA Tracking Tool or alternate tracking tool for all employees (Non-FSMC employees were not included on training tracking tool).

State Agency (SA)'s Corrective Action:

- All staff with food service duties must complete training in accordance with the USDA Professional Standards guidelines. Documentation and support documentation must be maintained and recorded on either the USDA tracking tool (<http://fns.usda.gov/school-meals/professional-standards>) or another tracker with the same information as the USDA tool, which includes:
 - Employee Name, School/Location, Date of Hire, Job Title, Required Annual Training Hours, Training Topics/Sources/Dates/Total Hours

LEA's Documented Corrective Action and date implemented:

School Breakfast and Summer Food Service Program Outreach (1600)

The following areas need corrective action:

- Eligible households were not informed about availability and location of free meals for students via Summer Food Service Program (not on main webpage, Lambertville or West Amwell websites)

State Agency (SA)'s Suggested Corrective Action:

- All LEA's must provide households with information on how to find SFSP locations. Below is the link to a flyer which can be printed and/or posted on the district's website for the Summer Food Service Program National hunger hotline.

http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf

LEA's Documented Corrective Action and date implemented:

State Agency

As discussed at the exit conference, it is understood that prompt corrective action is required for the findings identified above. Corrective action must be implemented in all schools not just in the schools reviewed. Part 210.08 of federal regulations requires fiscal action to be calculated up to the date corrective action occurs. Documented corrective action must be submitted on this report no later than 30 days of receipt of this email.

Kate Sheppard

6/2/2016

7/11/2016

Name of Lead State Agency Reviewer**Date of Exit****Date Corrective Action Due****LEA**

I certify that the documented corrective action indicated in this report has been (or will be) taken on the dates indicated and will be implemented in all schools not just in the schools reviewed.

Name of LEA Representative**Title of LEA Representative****Date Submitted**