

GLASSBORO SCHOOL DISTRICT

2020-2021

Monthly Board Items

CAFETERIA: Corrective Action Plan 2018-2019 Procurement Audit

Date Submitted:

October 2, 2020

Submitted by:

Jennifer Johnson, Business Administrator

Position/Item:

Corrective Action Plan

Proposed cost/amount:

N/A

Funded Through:

N/A

Recommend approval of the 2018-2019 corrective action plan for the federal mandated procurement review conducted by the New Jersey Department of Agriculture (attachment).

The purpose of the procurement review is for the New Jersey Department of Agriculture (NJDA) to ensure that the procurement process conducted by a school food authority (SFA) complies with program and the government-wide procurement standards. Procurement standards must be conducted in a manner providing full and open competition (2 CFR 200.319(a)).

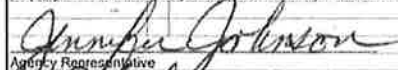

The findings have been reviewed with the Chartwells and corrective measures for compliance are in place for the 2020-2021 school year.

CORRECTIVE ACTION PLAN

DISTRICT/SCHOOL/AGENCY NAME: Glassboro Public Schools
 REPORT NAME: SCHOOL NUTRITION PROGRAM PROCUREMENT REVIEW
 CONTACT PERSON: Jennifer Johnson POSITION/TITLE: Business Administrator
 PHONE NUMBER: 856-652-2700

RECOMMENDATION NUMBER	RECOMMENDATION	APPROVED CORRECTIVE ACTION	PERSON RESPONSIBLE FOR THE IMPLEMENTATION OF THE CORRECTIVE ACTION	EFFECTIVE DATE OF IMPLEMENTATION
1	The SFA should use form #330 or an equivalent developed by the SFA to be utilized when monitoring the activities of the Food Service Management Company.	The SFA will monitor the FSMC using form #330	BA	7/1/2019: Edvocate LLC hired by the district to assist in the transition of FSMC completed form #330 for the 19-20 SY.
2	The SFA should hold regular meetings and record the minutes from those meetings. The title of each attendee should be noted in the minutes.	The SFA along with the FMC will establish the Advisory Board and hold regular meeting with minutes being recorded	BA	20/21
3	The FSMC did not certify that all costs included on their invoices to the District were allowable costs.	The FSMC will update the wording to include the proper certification.	BA	20/21
4	the SFA's Corrective Action Plan (CAP), the FSMC should certify any applicable discounts, rebates, and credits to the SFA on its monthly operating statement.	The FSMC will update the wording to include the proper certification.	BA	20/21

CERTIFICATION: I/we certify that the corrective actions noted above have been approved and the person(s) responsible for the implementation of the corrective actions have been properly notified of their responsibilities for the implementation of the corrective actions.


 Agency Representative

 Agency Representative

9/29/2020
 Date
9/30/2020
 Date