

CLEMENTON BD OF ED-00700880 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		209	01/09/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 01/09/2019 10:14 AM	CAP Accepted			
	CAP Submitted CATHY MACALUSO 01/09/2019 10:12 AM	Error Prone applications will be chosen first. Focused Applications is the name of Error Prone Applications in our Software.			
	CAP Rejected Amy Martin 01/09/2019 10:10 AM	Per our discussion, please be more specific.			
	CAP Submitted CATHY MACALUSO 01/09/2019 09:24 AM	Instead of using Random when pulling applications from Lunchtime I will use Focused.			
	Flagged Amy Martin 12/07/2018 12:36 PM	<p>Applications selected for verification must be chosen randomly from error prone applications <i>first</i>. 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 these findings were corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p> <p>In addition, one (1) application containing two (2) students (Application 705), was approved as Free. After the verification documents were received the student's status must have been downgraded to reduced based on income and household size. The status was not changed and the application remained free after verification. This error was documented on the SFA-2. Guidance was provided and the household was sent the letter of informing them of benefit downgrade and provided the 10 calendar day window before benefits are changed. The letter also include the new pricing, right to appeal, and non-discrimination statement. The letter was sent to the household on 12/5/2018 while the SA reviewer was still onsite. No further corrective action is required for this application/verification error.</p>			
On-Site Assessment Tool	Verification		215	01/09/2019	CAP Accepted

CLEMENTON BD OF ED-00700880 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Amy Martin 01/09/2019 10:14 AM	CAP Accepted			
	CAP Submitted CATHY MACALUSO 01/09/2019 09:23 AM	For school year 2019-2020 letters will be sent on or before November 15.			
	Flagged Amy Martin 12/07/2018 12:36 PM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. While the Verification letters were sent and second notices provided (as needed) prior to the November 15th deadline, the Verifying Official never sent the Households the "We Have Checked Your Application" letter informing them of their status and right to appeal. This important piece must be completed as it marks the completion of the Verification process. Guidance was provided while onsite. For the applications selected for the 2018-2019 SY, the "We Have Checked Your Application" letters were sent on 12/5/2018 while the SA reviewer was still onsite. 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.			
On-Site Assessment Tool	Certification and Benefit Issuance		126	01/09/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 01/09/2019 10:07 AM	CAP Accepted			
	CAP Submitted CATHY MACALUSO 01/09/2019 09:25 AM	In 2019-2020 pay more attention to case numbers and ask for proof if anything seems incorrect.			
	Flagged Amy Martin 12/07/2018 12:37 PM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. One (1) application, which contained two (2) students had an invalid case number per NJ guidelines. The application provided two (2) letters followed by nine (9) numbers. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The household was contacted on 12/5/2018 and the parent provided a valid case number and a copy of the SNAP Families First card with case number on 12/5/2018. No further corrective action is required.			