

COLLINGSWOOD BD OF ED-00700940 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		126	02/11/2019	CAP Accepted
Corrective Action History	CAP Accepted Amy Martin 01/10/2019 01:55 PM	CAP Accepted			
	CAP Submitted BETH ANN COLEMAN 01/10/2019 01:48 PM	CAP completed. Letters sent to households on January 8, 2019.			
	Flagged Amy Martin 01/10/2019 12:00 PM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Application errors were related to the Verification process. All errors were recorded on the SFA-2. On 1/8/2019, Form 255 was sent to the household. 10 calendar days until status changed to paid. No further corrective action is required.			
On-Site Assessment Tool	Verification		212		CAP Removed
Corrective Action History	CAP Removed Amy Martin 01/08/2019 12:50 PM	CAP Removed			
	Flagged Amy Martin 01/08/2019 10:11 AM	One application chosen for verification, containing two students, did not send all the proof of income listed on the initial application; therefore the household should be sent or contacted in order to request the needed proof of the second income. This never happened and only the one income listed on the initial application was accepted and the "We Have Checked Your Application" letter was sent and no change to benefit status was made. In addition, one application with one student chosen for Verification was incorrectly determined one the proof came in. The student must have been changed to paid for exceeding the income limits/household size. 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.			