

Administrative Review Report

LAWRENCE TWP BD OF ED - 011-02570 Cumberland County

Findings and Corrective Action:

Site Name		
Form Name	Off-Site Assessment Tool	
Question #	308	
Due Date	04/24/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lea Berry 03/24/2017 11:54 AM	The site details, in SNEARS, must be updated to list that there is classroom feeding for breakfast for the pre-k and kindergarten classes and classroom feeding for pre-k for lunch. Provide the date this was corrected in the CA.
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date	04/24/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lea Berry 03/27/2017 12:13 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.) The SFA must indicate the date of correction for all application errors.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	209	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lea Berry 03/24/2017 11:55 AM	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. Application number 4 was not verified correctly. The net income was used instead of the gross income. The application should be denied. 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.
Site Name	MYRON L POWELL	
Form Name	On-Site Assessment Tool - Site	
Question #	317	
Due Date	04/24/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lea Berry 03/27/2017 11:32 AM	During breakfast and lunch, the SFA must use the same medium of exchange (e.g. tickets, roster, ID card or PIN# number, etc.) for all eligibility categories. On the day of review, the K-3 students were identified by site recognition when putting them into the POS system. The 4-8 students used there PIN numbers. Students are not allowed to be identified by site recognition. All students must put their PIN numbers into the POS. 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.
Site Name	MYRON L POWELL	
Form Name	On-Site Assessment Tool - Site	
Question #	901	
Due Date	04/24/2017	
Corrective Action Status	Flagged	

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Corrective Action History	Flagged Lea Berry 03/24/2017 11:49 AM	SFAs must conduct an SBP on-site accountability review prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee. The breakfast on-site accountability was not completed. Please complete the breakfast on-site accountability and provide the date of completion 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. Indicate the date of implementation.
Site Name	MYRON L POWELL	
Form Name	On-Site Assessment Tool - Site	
Question #	1700	
Due Date	04/24/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Lea Berry 03/27/2017 11:27 AM	As discussed at the exit conference, violations were found for the After School Snack Program. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.