

# Administrative Review Report

BRIDGETON PUBLIC CHARTER SCHOOL – 080-06100 – Cumberland County

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	108	
<b>Due Date</b>	06/12/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Amy Martin 05/09/2017 01:35 PM	The hearing official cannot be a person involved with the application approval or the verification process. 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.
<b>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	203	
<b>Due Date</b>	06/12/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Amy Martin 05/09/2017 01:39 PM	The SFA did not conduct the verification process according to regulations. The verifying official should watch the How to Conduct the Verification Process webinar, which can be located in SNEARS under the Training Tab, to better understand the process. 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.
<b>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	800	
<b>Due Date</b>	06/12/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Amy Martin 05/09/2017 01:42 PM	The SFA must use the most current non-discrimination statement on all program materials made available to the public. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below: <a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</a> . Explain, in detail, how the correct nondiscrimination statement will be incorporated in program materials and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
<b>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	1206	
<b>Due Date</b>	06/12/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Amy Martin 05/09/2017 01:52 PM	Full time food staff (working 20 hours or more per week) must have at least 6 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: <a href="http://professionalstandards.nal.usda.gov">http://professionalstandards.nal.usda.gov</a> Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
<b>Site Name</b>		

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BRIDGETON PUBLIC CHARTER SCHOOL – 080-06100 – Cumberland County

<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	1211	
<b>Due Date</b>	06/12/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Amy Martin 05/09/2017 01:54 PM	Part time program staff (working less than 20 hours per week) must have at least 4 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: <a href="http://professionalstandards.nal.usda.gov">http://professionalstandards.nal.usda.gov</a> Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	126	
<b>Due Date</b>	06/12/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Amy Martin 05/12/2017 10:05 AM	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.) and discussed at the Exit Conference. The SFA must indicate the date of correction for all application errors.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	212	
<b>Due Date</b>	06/12/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Amy Martin 05/09/2017 12:58 PM	When households fail to respond to the request for verification, a second attempt must be made. The SFA can call, email, or use the "Second Notice We Must Check Your Application" (Form 21). 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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	214	
<b>Due Date</b>	06/12/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Amy Martin 05/09/2017 01:01 PM	The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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.