

Christ the King Prep-01409718 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		137	02/14/2019	CAP Accepted
Corrective Action History	CAP Accepted Dianne Kennedy 02/19/2019 11:23 AM	CAP Accepted			
	CAP Submitted CHRISTOPHER PATEREK 02/14/2019 12:26 PM	All future applications as classified will be checked to the compiled Master Eligibility List. In addition, each student ID will be verified to that Master Eligibility List to make sure all students are receiving the properly priced breakfast/lunch at the point of sale. In the future the school will institute POS system to eliminate any human error at payment time. Each student will be entered by classification by computer which will be read at payment from the student ID card to have the student payment correct.			
	Flagged Dianne Kennedy 01/14/2019 09:42 AM	Two applications were determined correctly; however, at the POS, the eligibility was incorrect. Refer to SFA-1. Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction 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.			
On-Site Assessment Tool	Certification and Benefit Issuance		126	02/14/2019	CAP Accepted
Corrective Action History	CAP Accepted Dianne Kennedy 02/19/2019 11:23 AM	CAP Accepted			
	CAP Submitted CHRISTOPHER PATEREK 02/14/2019 12:21 PM	Future applications that are received with missing signatures and/or missing SSN information will be returned to each family. These applications will not be recognized until this information is supplied. For future applications, more due diligence in verification will be made to ensure the proper classification of applications. Applications found to be incorrect during the Administrative Review have been properly corrected as required with each corrective date noted			
	Flagged Dianne Kennedy 01/14/2019 09:43 AM	25 errors including No SSN or check for SSN and adult signature. 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.			
On-Site Assessment Tool	Professional Standards		1219		CAP Removed

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Removed Dianne Kennedy 01/14/2019 09:28 AM	CAP Removed			
	Flagged Dianne Kennedy 01/14/2019 09:26 AM	Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/ . 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.			
Off-Site Assessment Tool	Meal Counting and Claiming		308		CAP Removed
Corrective Action History	CAP Removed Dianne Kennedy 01/14/2019 09:28 AM	CAP Removed			
	Flagged CHRISTOPHER PATEREK 09/28/2018 01:49 PM				
Group 2: CA Count (3)				02/14/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool	Verification		209	
	On-Site Assessment Tool	Verification		214	
	On-Site Assessment Tool	Verification		215	

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Corrective Action History	CAP Accepted Dianne Kennedy 02/19/2019 11:22 AM	CAP Accepted			
	CAP Submitted CHRISTOPHER PATEREK 02/14/2019 12:51 PM	<p>Proper training for Verification must be undertaken. Future Verification procedures must include viewing of the Verification webinar during each school year. Implementation of this procedure is immediate. (2/14/19).</p> <p>Verification in the future will begin immediately following records submission to SNEARS for testing applications. Applications to be tested will be processed for notification letters and information requests. After proper notice, verification of these tested applications will be made and notification sent immediately along with necessary student classification updates where necessary. Implementation of this procedure is immediate. (2/14/19).</p>			
	Flagged Dianne Kennedy 01/14/2019 09:47 AM	<p>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. 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.</p> <p>The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. 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.</p> <p>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.</p> <p>Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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..</p>			
Group 1: CA Count (2)				02/14/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool - Site	Afterschool Snack Program	Christ the King Preparatory School	1700	
	Afterschool Snack Program	Afterschool Snack Program	Christ the King Preparatory School		

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<p>Corrective Action History</p>	<p>CAP Accepted Dianne Kennedy 02/19/2019 11:22 AM</p>	<p>CAP Accepted</p>			
	<p>CAP Submitted CHRISTOPHER PATEREK 02/14/2019 12:40 PM</p>	<p>The SFA is in the process of instituting an automated POS system to ensure proper recording of counts and claims. This system will be implemented as soon as possible. Internet service has to be first installed in the school cafeteria prior to the POS systm being put in place. The internet service installation is pending at this time (2/14/19).</p>			
	<p>Flagged Dianne Kennedy 01/14/2019 09:45 AM</p>	<p>ASSP 12/11/18: Counted 146 Week of Review: Counted 595 Claimed 147 Week of Review: Claimed 596</p> <p>The rest of the weeks number were accurately counted.</p> <p>ASSP 12/11/18: Counted 146 Week of Review: Counted 595 Claimed 147 Week of Review: Claimed 596</p> <p>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.</p>			