

ROBERT TREAT ACADEMY-08007730 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods (710)		710	03/07/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lisa Garland 03/01/2018 01:51 PM	CAP Accepted			
			CAP Submitted SUNG YI 03/01/2018 01:50 PM	Going forward the school district will properly complete properly the non program food revenue tool annually. The non food program revenue tool will include all of it's npn revenue and costs in its calculation. This will be monitored by the SBA, Sung Yi beginning September 2018.			
			Flagged Lisa Garland 02/28/2018 02:04 PM	Finding: Revenue from Non-program Foods The Non Program Food Revenue Tool did NOT include all of its nonprogram revenues and costs in its calculation. Please review the NPFRT webinar in SNEARS on the proper completion of the tool: Under Resources, Training, NPFRT Webinar June 2015.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		126	03/16/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 04/06/2018 09:24 AM	CAP Accepted			
			CAP Submitted SUNG YI 03/29/2018 12:40 PM	MISSING/INCOMPLETE CASE NUMBER: In the future we will be sure to check the case number format and number of digits. In cases where parents provide a case # but are not listed in the DC import, we will attempt to verify the number through the SNEARS SNAP/TANF # search as well. MISSING SIGNATURES: When copying the Lunch Application the lower portion did not print causing confusion to parents on where to sign. We inadvertently missed these signatures. Going forward the copies of the Lunch Application forms will be inspected for accuracy prior to distribution. In addition, all parties involved have been alerted to this oversight, and more care will be taken to ensure the application is accurate and complete. MIS-CATEGORIZED APPLICATION: After the verification process application should have been updated from free to paid. In the future all verified applications will be filed separately with a system report reflecting the updated status.			
			Flagged Katie Hunter 02/16/2018 01:51 PM				
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		209	03/16/2018	Flagged	
Corrective Action History			Flagged Katie Hunter 02/02/2018 02:48 PM				