

## MADISON BORO BD OF ED-02702870 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Maintenance of Non-Profit School Food Service Account		700	06/29/2018	CAP Removed
<b>Corrective Action History</b>			CAP Removed Dianne Kennedy 06/26/2018 10:04 AM	CAP Removed		
			Flagged Dianne Kennedy 06/26/2018 10:02 AM			
Off-Site Assessment Tool	Off-Site Assessment Tool	Meal Counting and Claiming		308	06/29/2018	CAP Removed
<b>Corrective Action History</b>			CAP Removed Dianne Kennedy 05/30/2018 11:29 AM	CAP Removed		
			Flagged Dianne Kennedy 05/30/2018 11:29 AM	Discussed this question, answered should be N/A since the school does not have any alternate points of service.		
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		126	06/29/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Dianne Kennedy 06/27/2018 09:03 AM	CAP Accepted		
			CAP Submitted EULALIA GILLIS 06/26/2018 10:26 AM	Additional instruction will be provided at the school level to double check applications for SSN information when accepting applications. Business Office will provide a secondary check for SSN information.		
			Flagged Dianne Kennedy 05/31/2018 09:40 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.) The SFA must indicate the date of correction for all application errors. The application is missing last four digit of SSN and/or a check for no SSN . Student should be paid (denied) due to incomplete application noted on the Letter to Notify Household of Eligibility Status (form 70).		
On-Site Assessment Tool	On-Site Assessment Tool	Verification		207	06/29/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Dianne Kennedy 06/27/2018 09:03 AM	CAP Accepted		
			CAP Submitted EULALIA GILLIS 06/26/2018 10:24 AM	Verifying Official will take the Verification Training Webinar. Business office staff will make sure the forms are signed next year. Implementation will take place with next school year.		
			Flagged Dianne Kennedy 05/31/2018 09:41 AM	The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. Verification process was performed before the due date, however there is no Verifying Signature nor date of signature to complete verification. Therefore, Verification was not completed. Recommend to complete Verification Training Webinar. 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..Describe in the CAP how this will be corrected.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification		209	06/29/2018	CAP Accepted

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<b>Corrective Action History</b>			CAP Accepted Dianne Kennedy 06/27/2018 09:03 AM	CAP Accepted		
			CAP Submitted EULALIA GILLIS 06/26/2018 10:27 AM	Verifying Official will take the Verification Training Webinar. Business office staff will have an additional staff member check the income verification proof calculation. Implementation will take place with next school year.		
			Flagged Dianne Kennedy 06/26/2018 09:49 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. Verification required proof of income. The income proof were two pay stubs for a twice a month work schedule. The SFA calculated that the student should be free, however, the student should be reduced. 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	On-Site Assessment Tool	Verification		215	06/29/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Dianne Kennedy 06/27/2018 09:02 AM	CAP Accepted		
			CAP Submitted EULALIA GILLIS 06/26/2018 10:24 AM	Verifying Official will take the Verification Training Webinar. Business office staff will make sure the forms are signed next year. Implementation will take place with next school year.		
			Flagged Dianne Kennedy 05/31/2018 09:40 AM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. Verification process was performed before the due date, however there is no Verifying Signature nor to complete verification. Therefore, Verification was not completed. Recommend to complete Verification Training Webinar. 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	Off-Site Assessment Tool	Professional Standards		1203	06/29/2018	CAP Removed
<b>Corrective Action History</b>			CAP Removed Dianne Kennedy 05/31/2018 09:46 AM	CAP Removed		
			Flagged ANTHONY SLAVIN 09/27/2017 11:34 AM			
Off-Site Assessment Tool	Off-Site Assessment Tool	Professional Standards		1209	06/29/2018	CAP Removed
<b>Corrective Action History</b>			CAP Removed Dianne Kennedy 05/30/2018 11:52 AM	CAP Removed		
			Flagged Dianne Kennedy 05/30/2018 11:52 AM	Discussed with Anthony Slavin (the food service director) about hiring employees after January 1st and not fulfilling their required hours of training. He informed that the staff that were hired after January 1st did not fulfill the required hours of training because they left employment at their district shortly after hire. Therefore, were not employed long enough to complete the hours of training. Will remove CAP. DK 5/30/18		