

Bnos BaisYaakov High School-03009727 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		128	06/21/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lorena Paredes 05/30/2018 10:42 AM	CAP Accepted			
			CAP Submitted DEENA LICHTMAN 05/22/2018 01:44 PM	We will make sure as of May 10, 2018 to put in the annual income and use the formulas provided to convert if necessary.			
			Flagged Lorena Paredes 05/20/2018 11:29 PM	Many applications with multiple frequencies were not annualized. Instead, a monthly figure was provided to determine eligibility. If two or more income frequencies are reported on the application, income must be annualized by the determining official, using the following formulas: Weekly x 52 Every 2 weeks x 26 Twice a month x 24 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	Certification and Benefit Issuance		134	06/21/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lorena Paredes 06/04/2018 10:55 AM	CAP Accepted			
			CAP Submitted DEENA LICHTMAN 05/30/2018 11:06 AM	Did you see the chart that I copied from the snears website that I submitted above? It explicitly shows that direct cert was done on 8/25/2017, 10/4/2017, 11/3/2017 and 3/5/18 that is why I am wondering why that does not show on your end. Regardless, in the future we will make sure to do the direct certification as soon as required implemented as of 5/30/18.			
			CAP Rejected Lorena Paredes 05/30/2018 10:40 AM	The File Upload History will indicate when Direct Certification was conducted regardless of whether there were matches found or not. Please describe the measures taken so that DC will be conducted during the required timeframes for the upcoming school year and the future.			
			CAP Submitted DEENA LICHTMAN 05/22/2018 01:34 PM	I checked and we actually did do direct cert 4 times however there were no matches for the Sept 1 through Sept 30 and that may be why it did not come up in your system. See chart below that I copied off of snears. # Uploaded File Name File Upload Match Individual Match Uploaded Date File Match Result Batch Process Id 1 March.xlsx Y 03/05/2018 File Upload is successful. Deterministic Match successful and the total matches: 1 No Probabilistic Matches found. No Household Matches found. No Foster Matches found. 0 2 Sept.xlsx Y 11/03/2017 File Upload is successful. No Deterministic Matches found. No Probabilistic Matches found. No Household Matches found. No Foster Matches found. 0 3 Sept.xlsx Y 10/04/2017 File Upload is successful. No Deterministic Matches found. No Probabilistic Matches found. No Household Matches found. No Foster Matches found. 0 4 Sept.xlsx Y 10/04/2017 Date of birth is in wrong format. 0 5 August.xlsx Y 08/25/2017 File Upload is successful. Deterministic Match successful and the total matches: 18 No Probabilistic Matches found. No Probabilistic Matches found. No Household Matches found. No Foster Matches found. 0 m			
			Flagged Lorena Paredes 05/20/2018 11:29 PM	Direct Certification (DC) was not conducted between Sept 1 - Sept 30. The SFA must perform direct certification matches at least four times per school year during required time frames. The mandated timelines are included in the Guidance for Determining Officials (Form #63). 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		211	06/21/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Lorena Paredes 05/30/2018 10:41 AM	CAP Accepted			
			CAP Submitted DEENA LICHTMAN 05/22/2018 01:48 PM	A letter was sent to the verified parents informing them of results and in the future, as of May 10, 2018 we implemented a verification checklist to make sure that not only are the parents informed through a phone call but they are mailed a "We Have Checked Your Application Letter"and this step is not left out.			
			Flagged Lorena Paredes 05/20/2018 11:29 PM	The SFA's results of verification notification letter must be sent to household. It is highly suggested that the SFA use the "We Have Checked Your Application Letter" (Form 244) to notify households of results. Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.			