

NORTH HALEDON BD OF ED-03103640 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	MEMORIAL	901	01/29/2018	CAP Accepted	
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:28 PM	CAP Accepted			
			CAP Submitted DEBRA ANDRENIUK 01/19/2018 02:39 PM	Going forward a copy of the review form will be kept in a file in the Business Administrators's office and also with the free and reduced lunch files.			
			Flagged Linda Scarpa 12/29/2017 01:44 PM	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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. Documentation was not keep on record of the prior years on site review, district wide. Please indicate how this problem will be resolved.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		126	01/29/2018	CAP Accepted	
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:29 PM	CAP Accepted			
			CAP Submitted DEBRA ANDRENIUK 01/19/2018 02:53 PM	Going forward, the applications will be reviewed more carefully to make sure all required information is contained on the application. The POS system will be set up to automatically update the information from our student data information system. The dates of correction for all application errors has been entered.			
			Flagged Linda Scarpa 12/29/2017 06:18 PM	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. Applications were determined incorrectly. Last four digits of social security number was missing and the no social security box was not checked. Incorrect case number was listed on one application. There were benefit issuance errors on some applications.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		137	01/29/2018	CAP Accepted	
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:31 PM	CAP Accepted			
			CAP Submitted DEBRA ANDRENIUK 01/19/2018 03:08 PM	We are in the process of having an automatic update to the POS system in place. In the meantime the corrections are being done manually. The auto updates should be in place very soon.			
			Flagged Linda Scarpa 12/29/2017 06:22 PM	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	On-Site Assessment Tool	Certification and Benefit Issuance		138	01/29/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:29 PM	CAP Accepted		
			CAP Submitted DEBRA ANDRENIUK 01/19/2018 02:59 PM	The errors indicated on the SFA-1 worksheet have been corrected and the dates of correction have been indicated. Going forward, applications will be carefully reviewed to ensure all necessary information is obtained. We are in the process of setting up automatic updates for our POS system to make sure the most update information is available in the POS system.		
			Flagged Linda Scarpa 12/29/2017 02:01 PM	The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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		208	01/29/2018	CAP Accepted
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:30 PM	CAP Accepted		
			CAP Submitted DEBRA ANDRENIUK 01/19/2018 03:04 PM	Effective immediately, when the verification tracker is completed the document will be signed and dated by confirming official.		
			Flagged Linda Scarpa 12/29/2017 01:56 PM	The Confirming Official must record on the Verification Tracker the date of the confirmation review. 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.		
			Flagged Linda Scarpa 12/28/2017 06:35 PM	The Confirming Official must record on the Verification Tracker the date of the confirmation review. 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		214	01/29/2018	CAP Accepted
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:30 PM	CAP Accepted		
			CAP Submitted DEBRA ANDRENIUK 01/19/2018 03:06 PM	Effective immediately, after sending one letter and not receiving a response the household will be given written notice 10 days in advance of having benefit terminated or reduced.		
			Flagged Linda Scarpa 12/29/2017 06:20 PM			
			Flagged Linda Scarpa 12/29/2017 06:18 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. 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..		
On-Site Assessment Tool	On-Site Assessment Tool	Verification		215	01/29/2018	CAP Accepted

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Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:27 PM	CAP Accepted		
			CAP Submitted DEBRA ANDRENIUK 01/19/2018 02:36 PM	As of December 20, 2017, going forward the November 15th deadline will be strictly adhered to. This will be accomplished by completing all verification follow ups prior to November 15th.		
			Flagged Linda Scarpa 12/29/2017 01:43 PM	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.		
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards		1221	01/29/2018	CAP Accepted
Corrective Action History			CAP Accepted Linda Scarpa 02/09/2018 03:28 PM	CAP Accepted		
			CAP Submitted DEBRA ANDRENIUK 01/19/2018 02:49 PM	Effective January 15 we will ensure that going forward the appropriate staff members are aware that they have to have the required training and will provide them access to the required training resources on the recommended website.		
			Flagged Linda Scarpa 12/29/2017 06:18 PM	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..		