

Passaic Arts and Science Charter School-08006080 - 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		126	04/16/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 04/24/2018 07:32 PM	CAP Accepted			
			CAP Submitted ELMINA SCILLIA 04/16/2018 08:22 AM	Upon determination of those that were missing signatures and SSN's, we contacted those families of students at each school location and advised them if we needed a signature and asked they come to our school offices to complete that section. If a student was missing a SSN, parents were called and asked to share that or if they wanted to come in and write it on the application they were permitted to.			
			Flagged Erlisa Levin 03/20/2018 09:52 AM				
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		136	04/16/2018	CAP Removed	
Corrective Action History			CAP Removed Erlisa Levin 03/25/2018 10:26 PM	CAP Removed			
			Flagged Erlisa Levin 02/01/2018 10:34 PM				
On-Site Assessment Tool	On-Site Assessment Tool	Verification		208	04/16/2018	CAP Accepted	
Corrective Action History			CAP Accepted Erlisa Levin 04/24/2018 07:32 PM	CAP Accepted			
			CAP Submitted ELMINA SCILLIA 04/16/2018 08:28 AM	Upon determination of those that were missing signatures and SSN's, we contacted those families of students at each school location and advised them if we needed a signature and asked they come to our school offices to complete that section. If a student was missing a SSN, parents were called and asked to share that or if they wanted to come in and write it on the application they were permitted to. In the future for further applications, we hope to have applications done digitally to avoid missing any components of the applications.			
			Flagged Erlisa Levin 03/20/2018 09:52 AM	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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods		710	06/20/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lisa Garland 06/18/2018 02:11 PM	CAP Accepted			
			CAP Submitted ELMINA SCILLIA 06/18/2018 02:11 PM	Per Chief Finance Officer, Mr. Coban going forward the cost of goods sold for food will be broken down between reimbursable and non-reimbursable programs to be reported on our statement of revenues and expenses for year ending June 30th 2017. This will be monitored by Mr. Coban (Chief Finance Officer) starting August 2018.			
			Flagged Lisa Garland 06/18/2018 01:30 PM	FINDING: Revenue from Non-Program Foods: The B-5 Statement of Revenues, Expenses, and Changes in Net Position DID NOT include the Cost of Sales breakdown for reimbursable and non-reimbursable programs as required by USDA. The Cost of Sales breakdown is needed to properly complete the Non Program Food Revenue tool. Please review the NPFRT webinar in SNEARS on the proper completion of the tool: Under Resources, Training, NPFRT Webinar June 2015.			