## Corrective Action Report

### Off-Site Assessment Tool

- **Form Name**: Off-Site Assessment Tool
- **Section**: Off-Site Assessment Tool
- **Form subsection**: Revenue from Nonprogram Foods (710)
- **Site Name**: CAP Accepted Lisa Garland 04/26/2018 11:20 AM
- **Question #**: 710
- **Due Date**: 05/03/2018
- **Status**: CAP Accepted

- **Corrective Action History**
  - CAP Accepted Lisa Garland 04/26/2018 11:20 AM
  - CAP Submitted ANDREW ITALIANO 04/26/2018 11:19 AM
  - **Finding**: Revenue from Non-program Foods The Non Program Food Revenue Tool did NOT match the figures to the SFA’s Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position & did NOT include all of its nonfood program 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

- **Form Name**: On-Site Assessment Tool
- **Section**: Certification and Benefit Issuance (124 - 142)
- **Form subsection**: Certification and Benefit Issuance (124 - 142)
- **Site Name**: CAP Accepted Erlisa Levin 06/05/2018 01:42 PM
- **Question #**: 126
- **Due Date**: 06/04/2018
- **Status**: CAP Accepted

- **Corrective Action History**
  - CAP Accepted Erlisa Levin 06/05/2018 01:42 PM
  - CAP Submitted ANDREW ITALIANO 06/04/2018 01:14 PM
  - **Flagged**: Erlisa Levin 05/14/2018 09:07 PM
  - **Finding**: 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.

### On-Site Assessment Tool

- **Form Name**: On-Site Assessment Tool
- **Section**: Verification (207 - 215)
- **Form subsection**: Verification (207 - 215)
- **Site Name**: CAP Accepted Erlisa Levin 06/05/2018 01:42 PM
- **Question #**: 208
- **Due Date**: 06/04/2018
- **Status**: CAP Accepted

- **Corrective Action History**
  - CAP Accepted Erlisa Levin 06/05/2018 01:42 PM
  - CAP Submitted ANDREW ITALIANO 06/04/2018 01:14 PM
  - **Flagged**: Erlisa Levin 05/14/2018 09:07 PM
  - **Finding**: 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.
### Corrective Action History

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Section</th>
<th>Form subsection</th>
<th>Site Name</th>
<th>Question #</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>On-Site Assessment Tool</td>
<td>On-Site Assessment Tool</td>
<td>Verification (207 - 215)</td>
<td>CAP Accepted Erlisa Levin 06/05/2018 01:42 PM</td>
<td>214</td>
<td>06/04/2018</td>
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<td>CAP Submitted ANDREW ITALIANO 06/04/2018 01:15 PM</td>
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<td>Flagged Erlisa Levin 05/14/2018 09:10 PM</td>
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<td>Next round of verification, if there is a status change, families will be updated within the 3 operating day maximum parameters.</td>
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<td>Changes in eligibility which result in increased benefit levels must be made as soon as possible, but no longer than 3 operating days of the date the SFA makes the final decision with verification. 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.</td>
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<td>Verification will be entirely completed next opportunity by having a SFA employee sign off in the confirming and verifying official section</td>
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<td>Flagged Erlisa Levin 05/14/2018 09:07 PM</td>
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<td>The SFA must complete the Verification Process which includes sending the &quot;We Have Checked Your Application Letter&quot; (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.</td>
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