

# Administrative Review Report

BYRAM TWP BD OF ED - 037-00640 Sussex County

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	126	
<b>Due Date</b>	05/01/2017	
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 05/07/2017 10:39 PM	CAP Accepted
	CAP Submitted ALICE BRESSETT 04/19/2017 10:49 AM	The Business Office will insure that the new application is forwarded to the webmaster to update on the website as soon as it is available. The Business Office will check the website to insure the new application has been posted. The Bookkeeper will make sure applications received are filled out on the most current form and if not, will contact the families to resubmit on the correct form.
	Flagged Erlisa Levin 04/11/2017 10:23 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 wrong fiscal year application was submitted and approved by the SFA for 9 applications.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	208	
<b>Due Date</b>	05/01/2017	
<b>Corrective Action Status</b>	CAP Removed	
<b>Corrective Action History</b>	CAP Removed Erlisa Levin 04/11/2017 10:23 AM	CAP Removed
	Flagged Erlisa Levin 02/03/2017 12:26 PM	
<b>Site Name</b>	BYRAM LAKES 1	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	317	
<b>Due Date</b>	05/01/2017	
<b>Corrective Action Status</b>	CAP Removed	
<b>Corrective Action History</b>	CAP Removed Erlisa Levin 03/24/2017 12:40 PM	CAP Removed
	Flagged Erlisa Levin 02/02/2017 12:34 PM	