

## WALLKILL VAL RG BD OF ED-03705435 - 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	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Fatima Malik 07/05/2018 01:37 PM	CAP Accepted			
			CAP Submitted JOSEPH HURLEY 07/03/2018 11:33 AM	All applications submitted shall be returned to applicant if the SSN is missing, the application is submitted in pencil, or the application was from a different school district. All applications that have case numbers listed on them will be scrutinized.			
			Flagged Fatima Malik 06/12/2018 12:47 PM	<p>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.)</p> <p>The errors include:</p> <ol style="list-style-type: none"> <li>1. Seven applications with missing SSN</li> <li>2. One application with incorrect case number</li> <li>3. One application completed in pencil</li> <li>4. One application used was from a different district</li> </ol> <p>The SFA must indicate the date of correction for all application errors.</p>			
On-Site Assessment Tool	On-Site Assessment Tool	Verification		209	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Fatima Malik 07/05/2018 01:37 PM	CAP Accepted			
			CAP Submitted JOSEPH HURLEY 07/03/2018 11:37 AM	The staff member that completes the verification process shall view the Verification Webinar. All applicants that are required to provide proof of income will provide all required documents. This practice will go into effect immediately.			
			Flagged Fatima Malik 06/12/2018 12:43 PM	The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. One application had two incomes listed but only showed proof of one with a pay stub. 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	07/12/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>			CAP Accepted Fatima Malik 07/05/2018 01:38 PM	CAP Accepted		
			CAP Submitted JOSEPH HURLEY 07/03/2018 11:38 AM	The confirming official shall record on the Verification Tracker the date of the confirmation review. This will be done immediately.		
			Flagged Fatima Malik 06/12/2018 12:43 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.		