

## GREENWICH BD OF ED-04101840 - 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	07/05/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Kristin Lawton 06/20/2018 11:15 AM	CAP Accepted		
			CAP Submitted RANEA PESARESI 06/05/2018 01:23 PM	Mailed the letter ( 255) to the parents to indicate change in status after audit review. The status changed from free to reduced. After 10 days which is on June 11, 2018 the change will occur.		
			Flagged Kristin Lawton 06/05/2018 11:23 AM	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	On-Site Assessment Tool	Verification		209	07/05/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Kristin Lawton 06/20/2018 11:14 AM	CAP Accepted		
			CAP Submitted RANEA PESARESI 06/05/2018 01:24 PM	At the time I didn't have error prone for vertificaion. In the up coming year for 2018-19 I will make sure to double check for error prone on the applicaitons.		
			Flagged Kristin Lawton 06/05/2018 11:23 AM	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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. At the time of Verification, no error prone applications were identified. During the Administrative Review, Technical Assistance was provided on identifying error prone applications using the guidance on the bottom of Form #127 (Income Eligibility Guidelines).		

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods		710	05/29/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lisa Garland 05/23/2018 09:15 AM	CAP Accepted			
			CAP Submitted RANEA PESARESI 05/23/2018 09:14 AM	SFA will provide all necessary data and will be made available upon agency state agency request. B-5 will include cost of sales and daily sales reimbursable and non-reimbursable program separately. We will insure that the non-program revenue tool will match the figures to our exhibit B-5 and include all of its non-food program revenues and cost and its calculations. SFA revue ratio via a tool will equal or exceed its food costs ratio. We will make sure revenue on adult prices will be efficient to cover the cost. This will be monitored by Ranea Pesaresi Assistant to the Business Administrator starting in September 2018.			
			Flagged Lisa Garland 05/22/2018 02:14 PM	FINDING: The SFA did NOT provide all necessary data required by USDA to complete the Non-Program Food Revenue review. The B-5 submitted did not break down the Cost of Sales reimbursable and non-reimbursable programs separately. The Non-Program Food Revenue Tool (NPFR Tool) was not submitted. The NPFR Tool must be completed, documented and maintained annually. The SFA must have a process in place whereby all appropriate nonprogram food revenues and costs are accounted for and reported via the annual B-5, profit and loss statement for the food service account. The SFA's Revenue Ratio must equal or exceed the SFA's Food Cost Ratio. The SFA must maintain, and submit upon request, sufficient records to demonstrate compliance with the recordkeeping and execution of the NPFR Tool. Adult meals served, if any, must be priced so that the adult payment is sufficient to cover the overall cost of the adult breakfast and/or lunch. A CAP is required			