

## GUTTENBERG BD OF ED-01701850 - Corrective Action Report (Detail)

**Note:** The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	GUTTENBERG BD OF ED-01701850	208	02/28/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 02/04/2025 08:37 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KAREN HUEBSCH 01/31/2025 02:37 PM				
	The Guttenberg SFA will have the Confirming Official sign off on all applications and verification documents, confirming of the review.				
	Implementation Date: February 3, 2025.				
Corrective Action History	Flagged by Kaitlyn Matthews 01/29/2025 02:31 PM				
	There is no indication that a confirmation review was conducted. The Confirming Official must record on the application or Verification Tracker the date of the confirmation review.				
	<b>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.</b>				
Verification	Verification (On-Site Assessment Tool) (207H)	GUTTENBERG BD OF ED-01701850	211	02/28/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 02/04/2025 08:37 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KAREN HUEBSCH 01/31/2025 02:30 PM				
	The SDA will notify parents using Form #236.				
	Flagged by Kaitlyn Matthews 01/29/2025 02:31 PM				
Corrective Action History	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "First Notice to Household" (Form 236).				
	<b>Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</b>				

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Verification	Verification (On-Site Assessment Tool) (207H)	GUTTENBERG BD OF ED-01701850	212	02/28/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 02/04/2025 08:36 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KAREN HUEBSCH 01/31/2025 02:40 PM				
	<p>The Guttenberg SFA will properly notify the parent/guardian utilizing Form #21 as well as document any and all communication with the household. A log will be kept for each notification made that correlates with date, time and a specific household.</p> <p>Implementation Date: February 3, 2025.</p>				
	<p>Flagged by Kaitlyn Matthews 01/29/2025 02:31 PM</p> <p>When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice to Household" (Form 21). Please document all communication with the household.</p> <p><b>Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</b></p>				
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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 02/04/2025 08:37 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KAREN HUEBSCH 01/31/2025 02:35 PM				
	<p>The SFA will notify parents using Form #244 for verification results.</p> <p>The Guttenberg SFA will adhere to the verification timeline and the person responsible for verification will attend the verification training annually. In addition, two more people from the SFA will be training on verification processing for better checks and balances.</p> <p>Implementation Date: February 3, 2025.</p>				
	<p>Flagged by Kaitlyn Matthews 01/29/2025 02:31 PM</p> <p>The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Verification Results Letter" (Form 244).</p> <p><b>Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</b></p>				
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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 02/04/2025 08:36 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KAREN HUEBSCH 01/31/2025 02:44 PM				
	<p>The Guttenberg SFA will be responsible for tracking the 10 calendar days for each household benefit expiration/change and will properly hold the benefits until the 10 calendar days have passed. Additionally, two more people from the Guttenberg SFA will be training and keeping track of the 10 calendar days for verification.</p> <p>Implementation Date: February 3, 2025.</p>				
	<p>Flagged by Kaitlyn Matthews 01/29/2025 02:31 PM</p> <p>Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change.</p> <p><b>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.</b></p>				
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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 02/04/2025 08:36 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KAREN HUEBSCH 01/31/2025 02:47 PM				
	The Guttenberg SFA will ensure that the verification results letter is sent to the parents on the correct Form #244 by the November 15th deadline. Any error prone application will be identified and submitted for verification before the deadline of November 15th.				
	Implementation Date: February 3, 2025.				
	Flagged by Kaitlyn Matthews 01/29/2025 02:31 PM				
	Verification must be complete by November 15th. The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.				
	<b>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.</b>				

### Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged