

## LYNDHURST TWP BD OF ED-00302860 - 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 system-wide.

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Group 1: CA Count (2)		LYNDHURST TWP BD OF ED-00302860		06/06/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Erlisa Levin 06/07/2024 01:28 PM CAP Accepted				
	Corrective Action Plan: Submitted by James Hyman 05/29/2024 09:31 AM				
	The district will use the correct updated version of the Verification Form (form #242) revised in 2023. Verification notifications will be sent to households of error prone applications, verifying 3% of the total applications submitted to the district. If there are not enough error prone applications, the difference will be selected randomly from the remaining applications.				
	All dates of the confirmation reviews will be recorded properly on the Verification Form (form #242) and supported documentation will be attached.				
	These corrections have been implemented effective immediately.				
	Flagged by Erlisa Levin 05/21/2024 05:44 PM The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated. 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.				
Group 2: CA Count (5)	Flagged by Erlisa Levin 05/21/2024 05:44 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.				
	Corrective Action Plan: Accepted by Erlisa Levin 06/07/2024 01:28 PM CAP Accepted				

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Corrective Action History	<p>Corrective Action Plan: Submitted by James Hyman 05/29/2024 09:30 AM</p> <p>The verification process will begin on October 15th of each year. Applications will be selected randomly from error prone applications. If not enough error prone applications exist, the difference will be selected randomly from the other applications. "We Must Check Your Application" (form #236) letters will be sent to households via regular mail and email. Households will be required to respond by November 1st. If no response, "Second Notice, We Must Check Your Application" (form #21) will be sent to households on November 1st. Households will be required to respond by November 8th. If no response, one last attempt will be made via phone and email to contact the household.</p> <p>The status of students will be updated at the end of the verification process on November 15th of each year, along with a notice being sent to households stating the change in status. The "Verification Results Letter" (form #244) will be sent to the households by November 15th of each year.</p> <p>These corrections have been implemented effective immediately.</p>
	<p>Flagged by Erlisa Levin 05/21/2024 05:44 PM</p> <p>The SFA must update student eligibility status when there are changes in eligibility due to verification results. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p> <p>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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</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. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation..</p>
	<p>Flagged by Erlisa Levin 05/21/2024 05:44 PM</p> <p>The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (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.</p>
	<p>Flagged by Erlisa Levin 05/21/2024 05:44 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). 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. <b>Indicate the date of implementation.</b></p>

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	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.
	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. 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.
	Flagged by Erlisa Levin 05/21/2024 05:44 PM
	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). 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.

**Report Selections**

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