ESSEX CO VOC BD OF ED-01301390 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	ESSEX CO VOC BD OF ED-01301390	126	06/19/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/01/2025 02:15 PM CAP Accepted				
	Corrective Action Plan: Submitted by Bernetta Davis 06/19/2025 01:50 PM On 6/16/25, applications were corrected as shown in SOARS, and eligibility status was updated. Applications missing SSNs and household names were corrected in PaySchools. Going forward, I will carefully check for missing information before processing an application. I will contact the parent to retrieve the missing information. If I can not get in touch with the parent, I will send the application back to the school so the student can have their parent complete it.				
	Flagged by Katie Hunter 05/19/2025 11:43 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 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. **Do not identify the students' names when providing the documentation under the SFA comments.**				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	ESSEX CO VOC BD OF ED-01301390	133	06/19/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 07/01/2025 02:14 PM CAP Accepted				
	Corrective Action Plan: Submitted by Bernetta Davis 06/19/2025 01:42 PM Beginning on 6/12/25, online applications are set to be held in Pending Approval for the district to approve or deny. If the application is approved after review, the application will then go into QuikApps to be processed. If the application is denied after review, an email will be sent to the signer, and a pop-up message will activate when they go into PaySchools Central. This is an additional level of checks and balances to correct the error regarding invalid case numbers being approved online.				
	Flagged by Katie Hunter 05/19/2025 11:43 AM Documentation for students directly certified as SNAP, TANF and foster is required. Certification errors were found during the State Agency review of documentation for directly certified students. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all direct certification errors recorded. The completed SFA-1 must be uploaded in Documents within the deadline to complete corrective action. 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 must be applied SFA-wide.				

Report Selections

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