

LINK COMMUNITY CHARTER SCHOOL-08006099 - 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
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LINK COMMUNITY CHARTER SCHOOL-08006099	126	05/10/2024	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 05/17/2024 12:23 PM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by LESLIE BAYNES 05/17/2024 12:06 PM</p> <p>Thank you for bringing to our attention the concerns regarding the classification of students on the master eligibility list for the newly implemented NJEIE program. We appreciate the feedback and are committed to rectifying the issues promptly.</p> <p>We realized there was some confusion in classifying the students on the master eligibility list. <u>To address this, as of April 12, 2024, we have added a new column to the master eligibility list specifically for those students whose classification was unclear.</u> These students have now been moved to the designated column, ensuring clarity in their classification moving forward.</p> <p>We have discussed the procedures with all employees involved in the NJEIE program to ensure that they are clear about how to classify students correctly according to the guidelines. It is our priority to maintain accuracy and consistency in the classification process to guarantee that eligible students receive the benefits they are entitled to under the NJEIE program and the school's reimbursement requests are accurately calculated.</p> <p>We appreciate the state's guidance and oversight in this matter, and we are dedicated to implementing the necessary changes to align with the program requirements. Should you have any further recommendations or instructions, please do not hesitate to communicate them to us.</p> <p>Thank you for your understanding and support as we work to improve our processes and ensure compliance with the NJEIE program guidelines.</p>
	<p>Corrective Action Plan: Rejected by Genel Cook-Wright 05/16/2024 01:09 PM</p> <p>Please indicate the date of correction for all application errors.</p>
	<p>Corrective Action Plan: Submitted by LESLIE BAYNES 05/15/2024 01:52 PM</p> <p>During our meals program review we were informed that there were instances where applications with missing information were processed mistakenly. We understand the gravity of this oversight and the importance of ensuring that all applications are complete and accurate before processing them.</p> <p>We want to assure you that we take this matter seriously and have already taken steps to address it. We have reviewed and discussed the guidelines and instructions for handling applications with our new employee to ensure that such errors do not occur in the future. The application reviewers also understand that they must thoroughly check all aspects of each application before signing off on them.</p> <p>Moving forward, we are committed to adhering strictly to all policies and procedures related to processing meal program applications. It is our priority to maintain the integrity of our program and ensure that all applicants receive fair and timely consideration.</p> <p>We have rectified all errors and are confident that we have put procedures in place to prevent any similar incidents in the future.</p>
	<p>Flagged by Genel Cook-Wright 04/12/2024 12:21 PM</p>
	<p>During the State Agency review, 17 meal applications with incomplete and/or incorrectly determined applications including missing SSN's, incorrectly formatted case numbers and missing income were found 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. The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.</p>

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Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LINK COMMUNITY CHARTER SCHOOL-08006099	137	05/10/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 05/17/2024 12:23 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by LESLIE BAYNES 05/17/2024 12:06 PM				
	<p>During our meals program review we were informed that there were instances where applications with missing information were processed mistakenly. We understand the gravity of this oversight and the importance of ensuring that all applications are complete and accurate before processing them.</p> <p>We want to assure you that we take this matter seriously and have already taken steps to address it. <u>On April 12, 2024 we reviewed and discussed the guidelines and instructions for handling applications with our new employee to ensure that such errors do not occur in the future.</u> The application reviewers also understand that they must thoroughly check all aspects of each application before signing off on them.</p> <p>Moving forward, we are committed to adhering strictly to all policies and procedures related to processing meal program applications. It is our priority to maintain the integrity of our program and ensure that all applicants receive fair and timely consideration.</p> <p>We have rectified all errors and are confident that we have put procedures in place to prevent any similar incidents in the future.</p>				
	<p>Corrective Action Plan: Rejected by Genel Cook-Wright 05/16/2024 01:12 PM</p> <p>Please indicate the date of implementation.</p>				
	<p>Corrective Action Plan: Submitted by LESLIE BAYNES 05/15/2024 01:52 PM</p> <p>Thank you for bringing to our attention the concerns regarding the classification of students on the master eligibility list for the newly implemented NJEIE program. We appreciate the feedback and rectified the issues shortly after they were brought to our attention.</p> <p>After reviewing the guidelines and instructions provided by the state, we realized there was some confusion in classifying the students on the master eligibility list. To address this, we have added a new column to the master eligibility list specifically for those students whose classification was unclear as NJEIE. These students have now been moved to the designated column, ensuring clarity in their classification moving forward. The school's POS system has a specific classification for NJEIE students and all students have been properly assigned.</p> <p>We have discussed with all employees involved in processing meals applications to ensure that they are clear on how to classify students correctly according to the updated guidelines. It is our priority to maintain accuracy and consistency in the classification process to guarantee that eligible students receive the benefits they are entitled to under the NJEIE program and reimbursements are properly calculated.</p> <p>We appreciate the state's guidance and oversight in this matter, and we are dedicated to continuing to implementing the necessary changes to align with the program requirements.</p>				

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	<p>Flagged by Genel Cook-Wright 04/12/2024 12:21 PM</p> <p>Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA.</p> <p>On the day of review, 5 meal applications were determined as NJEIE on application. Per the Master Eligibility List, students are listed as NJEIE & FREE or REDUCED. State Agency requested POS system be checked. FSD reports students were incorrectly transferred as FREE or REDUCED in POS system.</p> <p>Additionally, 11 applications were determined as NJEIE on application. Per MEL, student are listed as NJEIE & FREE. These students were correctly transferred as NJEIE is the POS system.</p> <p>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>
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Report Selections

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