To ensure the submittal of correct and consistent enrollment and Direct Certification data, a review process will be put into place to verify accuracy. The Food Services Director along with the School District Office Manager will verify enrollment on a monthly basis. This process will begin immediately. The Direct Certification list will be verified after each DC round. Verification will ensure duplicates and any students that have withdrawn/transferred out of the District will be identified and deleted. In addition, when the CEP report is completed in SNEARS supporting documentation of the enrollment and DC data will be printed and filed as verification that all numbers match. The DC review process will begin with the March 30, 2020 DC run.

Documents provided did not match the DC/Enrollment numbers reported in the CEP report submitted on March 15, 2019. SFA provided enrollment list as of April 1, 2019 and DC list as of March 15, 2019. The Enrollment list had 205 students and the SNEARS DC list had 159, 4 of which were duplicate. The DC list must be maintained and duplicates deleted.

SA final count: Enrollment 205, DC 155. No Homeless/Runaway/Migrant/Foster with Letter. SFA reported 208 for Enrollment and 162 for DC.

SFA was unable to provide documentation to explain difference in numbers.

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.**