

# EAST RUTHERFORD BD OF ED-00301230 - Corrective Action Report

| Section                          | Form subsection                                   | Site Name   | Question # | Due Date   | Status       |
|----------------------------------|---|---|------------|------------|--------------|
| On-Site Assessment Tool          | Certification and Benefit Issuance                |   | 126        | 03/15/2019 | CAP Accepted |
| <b>Corrective Action History</b> | CAP Accepted Erlisa Levin 03/15/2019 09:31 AM     | CAP Accepted  |            |            |              |
|                                  | CAP Submitted LAMEKA AUGUSTIN 03/13/2019 10:30 AM | <p>Please see Letter Attached</p> <p>March 13, 2019</p> <p>Erlisa Levin, MPH, RD<br/>Auditor<br/>New Jersey Department of Agriculture<br/>Division of Food and Nutrition<br/>PO Box 334<br/>Trenton, NJ 08625</p> <p><b>RE: Corrective Action Plan</b></p> <p>Dear Erlisa Levin:</p> <p>I am in receipt of your letter dated February 20, 2019 requesting a Corrective Action Plan be submitted within 30 days in regards to the NJDA audit finding that paper applications had income determinations that were different from the computer/genesis determined incomes. Therefore, leading to some mis-categorized applications. I offer you the following in order to comply with your request:</p> <p>Person Responsible for Monitoring Process<br/>Lameka Augustin, School Business Administrator/Board Secretary<br/>201.804.3100 Ex. #2002</p> |            |            |              |

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|  |   | <p>Date of Implementation</p> <p>February 11, 2019</p> <p>Method of Implementation into Programs Operation</p> <ul style="list-style-type: none"> <li>• Complete Training for determining official on the verification process on genesis.</li> <li>• Reviewed all applications who were determined ineligible for free and reduce lunches.</li> </ul> <p>On February 11, 2019 the District completed form #255 and mailed out change in status to mis-catergoized households. The District notified the determining official to send notice via email/genesis. Starting February 26, 2019, eligible was changed to appropriate status as mandated by the income guidelines. All status changes are reflected on the MEL.</p> <ul style="list-style-type: none"> <li>• The District created an internal excel sheet to add another level to the verification process.</li> </ul> <p>If there is anything else you need, please do not hesitate to reach out to me.</p> <p>Sincerely,</p> <p>Lameka Augustin, School Business Administrator/Board Secretary</p> |
|  | <p>Flagged Erlisa Levin 02/20/2019 02:10 PM</p> | <p>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.) The SFA must indicate the date of correction for all application errors.</p>  |