

## BERGEN CO VOC BD OF ED-00300290 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Verification		202	06/11/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 05/28/2019 09:29 PM	CAP Accepted			
	CAP Submitted PETER BELLANI 05/20/2019 10:27 AM	Beginning with next school year's verification in October 2019, the business administrator will sign the applications selected for verification as the confirming official.			
	Flagged Erlisa Levin 05/20/2019 10:22 AM	The confirming official must be an individual who did not make the original eligibility determination on the applications. 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.			
On-Site Assessment Tool	Certification and Benefit Issuance		126	06/11/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 05/28/2019 09:28 PM	CAP Accepted			
	CAP Submitted PETER BELLANI 05/20/2019 10:40 AM	<p>5 applications were flagged during the audit. All 5 were on-line submitted applications. All five were categorically approved for free, however they all used an "other" category to obtain the free benefits. "Other" is not an acceptable category to obtain free lunch benefits.</p> <p>A review was made of those 5 exceptions and the parents were contacted and asked what "other" benefits they were claiming/receiving. None of the applications were deemed to be free categorical. Three applications submitted income with their applications. Those income levels would continue to allow them to receive free benefits. The other 2 applications also submitted income. However, those incomes reported would downgrade them from free to reduced. Those two applicants were adjusted.</p> <p>Going forward this should no longer be an issue. We contacted out representative at Payschools, the on-line service we use for applications. They were able to remove the "other" choice from our on-line application process. Therefore the only three choices parents have to claim categorical eligibility will be the three current allowed choices.</p>			
	Flagged Erlisa Levin 05/20/2019 10:22 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.) The SFA must indicate the date of correction for all application errors.			