

## ATL HIGHLANDS BD OF ED-02500130 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Certification and Benefit Issuance		104		CAP Removed
<b>Corrective Action History</b>	CAP Removed Fatima Malik 03/12/2019 02:28 PM	CAP Removed			
	Flagged Fatima Malik 02/26/2019 10:34 AM	All electronic application approval records must be maintained for a period of three (3) years after the submission of the final claim for reimbursement for the fiscal year. A system must be developed to maintain program records for the required time frame. 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.			
Off-Site Assessment Tool	Revenue from Nonprogram Foods		709	10/24/2018	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Lisa Garland 10/19/2018 02:46 PM	CAP Accepted			
	CAP Submitted JANET SHERLOCK 10/19/2018 02:45 PM	<p><i>Webinar on Completing the NPFRT will be reviewed by Janet Sherlock and a new NPFRT will be completed and kept on file by October 22, 2018.</i></p> <p><i>Going forward, the NPFRT will be properly completed, documented, and maintained annually. I the Business Administrator will monitor and ensure that all food revenues and costs are verifiable. This will be effective immediately.</i></p>			
	CAP Rejected Lisa Garland 10/19/2018 11:17 AM	<p>The Corrective Action Plan is incomplete and did not fully address all elements of the finding.</p> <p>Please contact me for guidance on completing the CAP and resubmit.</p> <p>Thank You</p>			
	CAP Submitted JANET SHERLOCK 10/18/2018 03:27 PM	<p><i>Webinar on Completing the NPFRT will be reviewed by Janet Sherlock and a new NPFRT will be completed and kept on file by October 22, 2018.</i></p>			

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Flagged Lisa Garland 10/17/2018  
10:09 AM

## **Finding: Revenue from Non-program Foods**

The SFA indicated Non-Program Food Revenue was not available for SYE 6/30/17, therefore the NPFR Tool was not completed by the SFA. However, the State Agency recognized there were Non-Program Food Revenue reported on the SFA's Exhibit B-5. Upon the SA completing the NPFR Tool for compliance, it was determined that the NPFR Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position & did NOT include all of its nonprogram revenues and costs in its calculation.

In addition, Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f).

Please review the NPFRT webinar in SNEARS on the proper completion of the tool:

Under Resources, Training, NPFRT Webinar June 2015.