

Administrative Review Report

SOMERSET HILLS SCHOOL DIS - 035-04815 Somerset County

Findings and Corrective Action:

Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date	06/05/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Katie Hunter 05/23/2017 01:58 PM	CAP Accepted
	CAP Submitted Jinnee DeMarco 05/05/2017 12:52 PM	2 no social security # or box checked off: Phone calls were made on both applications to the contact person on the application. They were both verified that the person did not have a social security number. I checked off the box and noted on the application. The phone calls were made on 5/2/2017.
	Flagged Katie Hunter 05/05/2017 11:42 AM	
Site Name		
Form Name	On-Site Assessment Tool	
Question #	133	
Due Date	06/05/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Katie Hunter 05/23/2017 01:58 PM	CAP Accepted
	CAP Submitted Jinnee DeMarco 05/05/2017 12:56 PM	1 homeless application with no back up paperwork: The student was determined homeless by his counselor based on her conversation with the student's therapist, administration, neighbors and friends. There was no documentation available since the student did not use any services. He stayed with various friends. The Free & Reduced lunch application was approved and he was given Free status Dec 14, 2016. Attached is form 146. Based on my conversation with the student's counselor. He was able to move back into his home about 2 weeks ago. His status has been changed to Full Pay 5/2/2017.
	Flagged Katie Hunter 05/05/2017 11:43 AM	
Site Name		
Form Name	On-Site Assessment Tool	
Question #	215	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Katie Hunter 05/23/2017 01:58 PM	CAP Accepted
	CAP Submitted Jinnee DeMarco 05/05/2017 12:49 PM	During the time of verification we had a personnel change in the Business Office. The person handling the Food Service Verification left our office and we had several weeks of vacancy in this position. We will make sure going forward that the verification process is completed on a timely manner and will apply for extension if another similar situation happens again.
	Flagged Katie Hunter 05/05/2017 11:43 AM	