

Administrative Review Report

HARDYSTON TWP BD OF ED – 037-02030 - Sussex County

Findings and Corrective Action:

Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1203	
Due Date	06/19/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged JAMES SEKELSKY 11/23/2016 01:34 PM	
Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date	06/19/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Erlisa Levin 05/25/2017 12:24 PM	CAP Accepted
	CAP Submitted WENDY CHANDLER 05/16/2017 01:10 PM	Corrective Action Plan: ·Deliberate review process of paper applications after initial determination date ·Action performed by the DO with the BA ·Review to take place within 3 days of the determination date or by September 30th whichever is later Applications # 11 & 28- from free to reduced: Form #255 was sent to the applicant on 4/26/17 indicating the change to take effect on 5/8/17. On 5/8/17 Form #318 was completed and sent to the Elementary School Cafeteria (& the Middle School Cafeteria for application #28 (2 children in this family)) along with an updated MEL reflecting the 5/8/17 change. Application # 23- from reduced to free: Upon notification the child's status was changed taking effect 4/25/17. Form #255 was sent to the applicant on 4/26/17 indicating the status change. On 4/26/17 Form #318 was completed and sent to the Elementary School Cafeteria along with an updated MEL reflecting the 4/25/17 change.
	Flagged Erlisa Levin 05/15/2017 02:52 PM	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.