

# Administrative Review Report

STANHOPE BD OF ED – 037-05030 – Sussex County

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	126	
<b>Due Date</b>	06/15/2017	
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 07/26/2017 03:09 PM	CAP Accepted
	CAP Submitted CARISSA BERKOWICZ 06/15/2017 09:45 AM	A letter was sent home for each application missing the last four digits of the SS#. The letter was mailed on April 24, 2017 and due to be returned to the district by May 15, 2017. A copy of the original application was also included with the mailing (the SS# section of Step 3 was highlighted for easy reference). The three applications were returned prior to the May 15th deadline (last application was rec. on May 10th).
	Flagged Erlisa Levin 05/07/2017 10:51 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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	316	
<b>Due Date</b>	06/15/2017	
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 07/26/2017 03:09 PM	CAP Accepted
	CAP Submitted ELIZABETH SHEA 06/13/2017 11:48 AM	The student charged is a school within the school therefore the visitor student lunch button was used and the system recognized the student as a paid reimbursable lunch. April 4, 2017 we contacted the POS company and they created a new POS button for ILA students that are not eligible for a paid lunch, reimbursable meal. Vouchers for February were corrected and re submitted.
	Flagged Erlisa Levin 05/23/2017 10:42 AM	Realtime was incorrectly counting a visitor student as paid...
<b>Site Name</b>	VALLEY ROAD SCHOOL	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	325	
<b>Due Date</b>	06/15/2017	
<b>Corrective Action Status</b>	CAP Accepted	
<b>Corrective Action History</b>	CAP Accepted Erlisa Levin 07/26/2017 03:09 PM	CAP Accepted
	CAP Submitted ELIZABETH SHEA 06/13/2017 11:50 AM	The POS system has been updated as of April 4, 2017 so this systematic error will not occur again.
	Flagged Erlisa Levin 05/23/2017 10:42 AM	Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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.

Fiscal  
Action: