

## CLARK BD OF ED-03900850 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Certification and Benefit Issuance		126	03/07/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 03/11/2019 09:34 AM	CAP Accepted			
	CAP Submitted R. PAUL VIZZUSO 02/08/2019 11:26 AM	<p>A letter will be sent to any household where it has been determined that the application is incomplete or an error was made in determining eligibility and there will be a change in status. The household will have 10 days to respond. Once the 10 days has passed and there has been no response from the affected household, the eligibility status will be corrected and updated on the MEL Report.</p> <p>A letter will be sent for the application in question at the AR, advising the household of a change in eligibility on Monday, Feb. 11, 2019.</p> <p>The SFA will participate in the Certificates and Benefit Issuance Webinar the week of Feb.11-15 and will notify the proper personnel upon completion.</p>			
	Flagged Dianne Kennedy 02/07/2019 02:04 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. Refer to SFA-1 and SFA-2. Recommend Certification and Benefit Issuance Webinar located in SNEARS.			
On-Site Assessment Tool	Civil Rights		809	03/07/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 03/07/2019 09:16 AM	CAP Accepted			
	CAP Submitted R. PAUL VIZZUSO 02/08/2019 11:17 AM	At the beginning of the school year, the SFA will forward the Civil Rights Compliance Form #86 to the four school principals who will gather and record the proper information on Form 86. Once completed, they must return Form #86 to the transportation secretary by Oct. 15. The transportation secretary will upload the information into SNEARS.			
	Flagged Dianne Kennedy 02/07/2019 02:04 PM	Form 86 for each school was not completed by the time of the AR. Unaware if denied applications were disproportionate. Form 86 must be completed by 10/15 for every school to assess if there is any disproportionate number of application denied due to ethnicity and/or race.			
On-Site Assessment Tool	Verification		214	03/07/2019	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 03/07/2019 09:16 AM				CAP Accepted
	CAP Submitted R. PAUL VIZZUSO 02/08/2019 11:20 AM				Once the proper letters of notification have been sent to a household advising them of a change in lunch status, the SFA will enter the correct information into the Genesis System to update the changes in eligibility due to verification results, in the MEL report. The status of the application in question during the AR, has been corrected and updated on the MEL report as of 2/8/19.  Going forward, households whose benefits are to be reduced or terminated due to verification, will be given 10-calendar days written notice in advance of the change.
	Flagged Dianne Kennedy 02/07/2019 02:04 PM				The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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. Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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			03/07/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 03/07/2019 09:15 AM				CAP Accepted
	CAP Submitted R. PAUL VIZZUSO 02/08/2019 11:29 AM				The SFA was unaware that the D/C Letters were to be sent to notify parents of their child (ren) free lunch eligibility. The SFA thought the parents were notified of the lunch status when applying to SNAP.  The SFA will participate in the DC Webinar the week of Feb.11-15 and will notify the proper personnel upon completion.
	Flagged Dianne Kennedy 02/07/2019 02:04 PM				D/C letters were not sent to notify parents of their child(ren) eligibility  Recommend DC Webinar
On-Site Assessment Tool	Reporting and Recordkeeping		1500	03/07/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 03/07/2019 09:14 AM				CAP Accepted
	CAP Submitted R. PAUL VIZZUSO 02/08/2019 11:16 AM				At the beginning of the school year, the SFA will forward the Civil Rights Compliance Form #86 to the four school principals who will gather and record the proper information on Form 86. Once completed, they must return Form #86 to the transportation secretary by Oct. 15. The transportation secretary will upload the information into SNEARS.
	Flagged Dianne Kennedy 02/07/2019 02:03 PM				SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report, monthly reimbursement claim, etc.) Civil Right Compliance Form (form 86) is a report required to be compliant to the program. Form 86 was not completed by the time of the AR. 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	Professional Standards		1218		CAP Removed
<b>Corrective Action History</b>	CAP Removed Dianne Kennedy 02/07/2019 02:01 PM				CAP Removed
	Flagged Dianne Kennedy 02/07/2019 09:34 AM				<p>All employees, including newly hired employees, must meet annual training requirements. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc.</p> <p>Determining Official and Confirming Official must be trained in DC and Certification and Benefit Issuance which are available in SNEARS.</p> <p>Training resources are also available at: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a>. 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.</p>