

ESTELL MANOR BD OF ED-00101410 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Verification	Verification		209	03/19/2020	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 03/06/2020 03:29 PM	CAP Accepted			
	CAP Submitted LYNN REGALBUTO 03/06/2020 02:32 PM	A new applicant was selected for verification on Feb. 25, 2020. App # 8 was verified on Feb. 19, 2020 by parent. Parent carried the amount from the child income section down to parent section by mistake.			
	CAP Rejected Lorena Paredes 03/06/2020 10:52 AM	Please indicate the date that both verification errors were corrected.			
	CAP Submitted LYNN REGALBUTO 03/05/2020 02:52 PM	App # 15: Determining official misunderstood form #236, #3 relating to "Foster Students", she did not realize "foster students" were not eligible for verification. Procedure for verification was reviewed. A new applicant was selected for verification. App #8: Parent submitted 2nd income source of verification. It was determined the second source of income was the total amount for both children, not each child.			
	Flagged Lorena Paredes 02/19/2020 12:29 PM	Application #15 was determined on 9/17/19 then student became Directly Certified on 9/26/19. Application should not have been selected for verification. The SFA must select and verify a new application. The new application must be selected on the same basis (e.g. error prone). 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. Application #8 had more than one income listed but only one income source was verified. Second source of income must be requested and verified. The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. 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.			
Certification and Benefit Issuance	Certification and Benefit Issuance		126	03/19/2020	CAP Accepted

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Corrective Action History	CAP Accepted Lorena Paredes 03/06/2020 11:07 AM				CAP Accepted
	CAP Submitted LYNN REGALBUTO 03/05/2020 02:24 PM				Reviewed procedures for calculating and verifying applications. Confirming Official will review applications after Determining Official before notification letter to families are distributed. Any discrepancies will be returned to parent for clarification.
	Flagged Lorena Paredes 02/19/2020 12:28 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.
Local School Wellness	Local School Wellness		1000	03/19/2020	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 03/06/2020 10:49 AM				CAP Accepted
	CAP Submitted LYNN REGALBUTO 03/05/2020 02:55 PM				The Local School Wellness Policy was updated and submitted for Board Approval for a First Reading at the Feb. 26th BOE meeting. The School Business Administrator and Superintendent will frequently check with NJSBA for updates on policies to stay compliant going forward.
	Flagged Lorena Paredes 02/19/2020 12:28 PM				The Local School Wellness Policy is not updated with current requirements. Information on updated requirements can be found in SNEARS under the <i>Resources</i> link. 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.