

LEONIA BD OF ED-00302620 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Verification	Verification		209	04/03/2020	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 04/03/2020 12:01 PM	CAP Accepted			
	CAP Submitted Tina Palecek 04/03/2020 10:31 AM	Correction has been made to this finding on March 5, 2020. Error prone applications will now require more substantial verifiable supporting documents. The two students that did not have the correct support documentation are no longer considered error prone as per the auditor. Those two students did not provide any additional documentation and have been moved to paid. Two other applications were chosen based on the guidelines provided by the Department of Agriculture to meet the required sample size.			
	Flagged Erlisa Levin 03/11/2020 12:17 PM	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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. all incomes must be verified and checked from the application during the verification process.			
Verification	Verification		208	04/03/2020	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 04/03/2020 12:01 PM	CAP Accepted			
	CAP Submitted Tina Palecek 04/03/2020 10:32 AM	This issue has been corrected on March 5, 2020. The only time there will be a signature on the Confirming Official line is when it is necessary for verification and the need for the Audit Results letter.			
	Flagged Erlisa Levin 03/11/2020 12:17 PM	If the confirming official does not validate the original determination of an application, the SFA must send the Letter of Audit Results (Form 255) to the household and update the meal counting and claiming system. The SFA must then select another application to verify. Confirming Official line on the application should only be used for verification purposes.			
Certification and Benefit Issuance	Certification and Benefit Issuance		126	04/03/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Erlisa Levin 04/03/2020 12:00 PM				CAP Accepted
	CAP Submitted Tina Palecek 04/03/2020 10:31 AM				<p>There were five application found to be incomplete and/or incorrectly determined. The three applications that required verification of social security numbers have been corrected and social security numbers provided.</p> <p>The two application with missing signatures did not reply to emails and phone calls three each and have been subsequently removed from free list. Notification was made via email.</p>
	Flagged Erlisa Levin 03/11/2020 12:16 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. *****The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.