

## UNIVERSITY ACAD CHARTER-08008060 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Civil Rights		810	04/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 05/03/2019 02:19 PM	CAP Accepted			
	CAP Submitted ERIE LUGO 04/29/2019 11:05 AM	Program materials including the school website, special dietary needs, offer vs serve, and our arrears/charge policy have been updated to include the current USDA non-discrimination statement. Staff have been retrained to be made aware that all program materials must include the non-discrimination statement found on Form 213 before distribution and publication.			
	Flagged Katie Hunter 03/29/2019 11:51 AM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: <a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</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.			
On-Site Assessment Tool	Verification		209	04/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 05/03/2019 02:19 PM	CAP Accepted			
	CAP Submitted ERIE LUGO 04/29/2019 11:11 AM	Verification staff will be retrained and procedures will be reinforced by school administration. Staff will watch the the SNEARS Webinar on Verification again and Mr. Sawyer, school assistant principal, will be a second set of eyes during verification to ensure that all steps and procedures are followed. Retraining of the SNEARS Verification process took place on 4/29/19.			
	Flagged Katie Hunter 03/29/2019 11:51 AM	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.			
On-Site Assessment Tool	Certification and Benefit Issuance		126	04/29/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 05/03/2019 02:18 PM	CAP Accepted			
	CAP Submitted ERIE LUGO 04/29/2019 11:14 AM	Benefit Issuance staff will be retrained and procedures will be reinforced by school administration. Staff will watch the the SNEARS Webinar on Benefit Issuance again and Mr. Sawyer, school assistant principal, will be a second set of eyes during Benefit Issuance to ensure that all steps and procedures are followed. Retraining of the SNEARS Benefit Issuance process took place on 4/29/19.			
	Flagged Katie Hunter 03/29/2019 11:51 AM	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.			