

Technical Assistance Log

FAIR HAVEN BD OF ED-02501440

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
05/31/2022	2605	Civil Rights (Off-Site Assessment Tool) (800H)				Susan Hollis	Dianne Kennedy	<input checked="" type="checkbox"/>
How Provided	Email			Comments	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval) by September 30th. The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found 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.			

FAIR HAVEN BD OF ED-02501440 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	KNOLLWOOD-2081	325	07/02/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 06/07/2022 07:34 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by David Joye 06/06/2022 11:33 AM				
	<p>Thank you for your thoughtful review of our program. Please accept the following corrective action plan to be followed going forward:</p> <p>Training was given to each lunchroom staff person on 6/6/2022 reaffirming the need for either a "check mark" (student picked up lunch) or an "X" (student did not pick up lunch) to be marked on the tally sheet for each student listed for each day. We also confirmed with school office personnel that they are to ensure that the tally sheets are marked accordingly daily and then verifying one more time upon filling out the edit worksheets. And finally, the business administrator will confirm the tally sheets are filled out correctly and match the edit worksheets prior to submitting the electronic reimbursement request and certifying the claim. This plan was implemented on 6/6/2022. Just let me know if you need anything further.</p>				
Corrective Action History	Flagged by Dianne Kennedy 06/02/2022 10:52 AM				
	SA Count 554 lunches for April and the SFA Count 561. Attached are the tallies and edit checks verifying the count. Lunch counts 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.				

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged