

CHESTER TWP BD OF ED-02700820 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	CHESTER TWP BD OF ED-02700820	126	05/22/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 05/22/2023 03:53 PM CAP Accepted				
	Corrective Action Plan: Submitted by Peter Frascella 05/19/2023 07:03 PM				
	Effective April 20, 2023, the Business Administrator reviewed and revised the applications flagged for incorrect determination. The eligibility of all students flagged was immediately changed and letters (attached) were sent to the families informing them of the change in status. Prior to August 1, 2023 the Determining and Certifying Officials (Student Data Coordinator and School Business Administrator) will complete Determining Official Training through SNEARS.				
	Flagged by Katie Hunter 04/21/2023 01:35 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 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments. NOTE: 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.				

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Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	CHESTER TWP BD OF ED-02700820	130	05/22/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 05/22/2023 03:53 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Peter Frascella 05/19/2023 07:04 PM				
	Effective immediately the School Data Coordinator will keep all National Lunch Program Documentation in her office. Due to turnover in the position documentation for the 22-23 school year was processed and placed in different offices in the District. Housing all information in the same place will be crucial for the district to be organized going forward. Despite applications being missing, Denial of Benefit letters were found and an example is attached. Providing a secure location for the applications and accompanying letters will ensure this does not happen in the future.				
Corrective Action History	Flagged by Katie Hunter 04/21/2023 01:35 PM				
	SFA was unable to produce all Denied Applications during Administrative Review. #1234, #1268, #1333, #1350.				
	Households with students who are denied benefits must be notified, in writing, of the denial. The notification must include the reason for the denial, the right to appeal, instructions on how to appeal and household's option to reapply at any time during the school year. 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	CHESTER TWP BD OF ED-02700820	207	05/22/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 05/22/2023 03:54 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Peter Frascella 05/19/2023 07:04 PM				
	Currently, the Determining Official, being a new employee, has not received verification training. Prior to August 1, 2023 all employees involved in the verification process will complete training on the verification process from SNEARS. Going forward the district will make sure to verify 3% (or a minimum of 2) of the paper applications on file in on October 1st. The combination of training and School Business Administrator oversight will ensure this problem does not continue.				
Corrective Action History	Flagged by Katie Hunter 04/21/2023 01:35 PM				
	The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated. 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..				
Verification	Verification (On-Site Assessment Tool) (207H)	CHESTER TWP BD OF ED-02700820	208	05/22/2023	CAP Accepted

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	Corrective Action Plan: Submitted by Peter Frascella 05/19/2023 07:04 PM Currently, the Determining Official, being a new employee, has not received verification training. Prior to August 1, 2023 all employees involved in the verification process will complete training on the verification process from SNEARS. The training will provide the information needed to be in compliance going forward.				
	Flagged by Katie Hunter 04/21/2023 01:35 PM The Confirming Official must record on the Verification Tracker the date of the confirmation review. 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. 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	CHESTER TWP BD OF ED-02700820	209	05/22/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 05/22/2023 03:54 PM CAP Accepted				
	Corrective Action Plan: Submitted by Peter Frascella 05/19/2023 07:04 PM Currently, the Determining Official, being a new employee, has not received verification training. Prior to August 1, 2023 all employees involved in the verification process will complete training on the verification process from SNEARS. Between the verification training and identifying the office of the Student Data Coordinator as the place where documents will be stored, these actions should result in proper verification of selected applications.				
	Flagged by Katie Hunter 04/21/2023 01:35 PM 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.				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	BLACK RIVER MIDDLE-2261	901	05/22/2023	CAP Accepted

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	CAP Accepted				
	Corrective Action Plan: Submitted by Peter Frascella 05/19/2023 07:03 PM				
	Effect immediately, the School Business Administrator will, in consultation with the FSMC, conduct annual on-site accountability reviews of the school lunch program at each of the three locations using form #142. Since the internal investigation discovered that the reviews were apparently completed, but were not able to be located, all documentation regarding the School Lunch Program and in this instance, the on-site reviews, will now be housed in the Office of the Student Data Coordinator. The Student Data Coordinator is under the supervision of the School Business Administrator so this will ensure the documentation is complete and available for review.				
	Flagged by Katie Hunter 04/21/2023 01:35 PM				
	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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