

S BOUND BROOK BD OF ED-03504850 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Verification	Verification		208	01/13/2020	CAP Accepted
Corrective Action History	CAP Accepted Dianne Kennedy 02/03/2020 09:15 AM	CAP Accepted			
	CAP Submitted Vincent Caravello 01/28/2020 09:38 AM	A corrective action has been made to have the confirming official to sign applications ONLY selected for Verification. The finding will be corrected by having the determining official will provide the applications that were only selected for verification to the confirming official so that they may be provided with signatures. In the future the determining official will begin to provide copies of approved applications for the confirming official to review and sign off on. The date the corrective action must be implemented by was 1-13-2020.			
	CAP Rejected Dianne Kennedy 01/27/2020 10:24 AM	Confirming signature is only for applications selected for verification. All application do not need the confirming official signature. 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.			
	CAP Submitted Vincent Caravello 01/06/2020 03:44 PM	A corrective action has been made to have the confirming official verify and sign and date all applications. Once the determining official has made a determination on the application it will be signed and sent to the confirming official for review and approval. Failure to submit to the confirming official will result in administrative discipline for the determining official. The date this corrective action has been implemented is 12/18/19 where we are taking the necessary steps to correct the outstanding applications for the current 2019-2020 school year.			
	Flagged Dianne Kennedy 12/13/2019 12:22 PM	The Confirming Official did not sign the application indicating that there was an confirmation review. The Confirming Official must record on the Application 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.			
Certification and Benefit Issuance	Certification and Benefit Issuance		126	01/13/2020	CAP Accepted

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Corrective Action History	CAP Accepted Dianne Kennedy 01/27/2020 10:24 AM	CAP Accepted			
	CAP Submitted Vincent Caravello 01/06/2020 03:49 PM	A corrective action has been made to have the determining official reach out to the applicants whose applications are outstanding with no signature or SSN. Once all information has been obtained then the determining official will approve or deny based on the new information provided. The determining Official will then submit all completed applications to the Confirming Official for review and approval. If a change in eligibility status is needed then all updates will be made on out Master Eligibility List and Payschools. The date this corrective action has been implemented is 12/18/19 where ware are taking the necessary actions to correct the incomplete applications for the current 2019-2020 school year.			
	Flagged Dianne Kennedy 12/13/2019 12:21 PM	Incomplete applications (no adult signature and no SSN) 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. The			
Meal Counting and Claiming	Meal Counting and Claiming		302		CAP Removed
Corrective Action History	CAP Removed Dianne Kennedy 12/09/2019 01:26 PM	CAP Removed			
	Flagged Dianne Kennedy 12/09/2019 01:26 PM	The SFA must have a backup system for counting student meals, in case the primary system is compromised. An example would be if the SFA uses a computerized POS system and the power fails. A backup system could be a paper roster if the POS software program is unavailable. 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		200		CAP Removed
Corrective Action History	CAP Removed Dianne Kennedy 12/09/2019 01:24 PM	CAP Removed			
	Flagged Dianne Kennedy 12/09/2019 01:24 PM	The Verification Collection Report was not electronically submitted in SNEARS by November 30th. 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		121		CAP Removed

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	Flagged Dianne Kennedy 12/09/2019 01:22 PM	To ensure students' meal benefits eligibility is up to date, the SFA must have a backup system to maintain all the benefit issuance documents. Although necessary for all SFAs, this is especially important in electronic systems in case the system goes down. 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.			