

DELANCO BD OF ED-00501030 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods (710)		710	04/16/2018	CAP Removed	
Corrective Action History			CAP Removed Lisa Garland 04/17/2018 02:44 PM	CAP Removed			
			Flagged Lisa Garland 04/09/2018 11:43 AM	Finding: Revenue from Non-program Foods The Non Program Food Revenue Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position & did NOT include all of its nonprogram revenues and costs in its calculation. Please review the NPFRT webinar in SNEARS on the proper completion of the tool: Under Resources, Training, NPFRT Webinar June 2015.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		126	06/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Amy Martin 05/30/2018 11:26 AM	CAP Accepted			
			CAP Submitted JAMES HEISER 05/29/2018 12:04 PM	Not applicable. No further corrective action is required.			
			Flagged Amy Martin 05/24/2018 09:31 AM	Incorrectly determined applications were found during the State Agency review of the selected applications. One application contained an invalid case number per NJ Guidance. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) Correct case number was obtained from the household by the DO prior to the exit conference. Application will remain free. No further corrective action required.			
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		208	06/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Amy Martin 05/30/2018 11:26 AM	CAP Accepted			
			CAP Submitted JAMES HEISER 05/29/2018 11:52 AM	The Business Administrator will be the Confirming Official and will be named as such in the internal ASSA procedures manual. The Confirming Official will confirm the conclusion of the Determining Official. This will be implemented immediately and will be used in the 2018 - 2019 application process.			
			Flagged Amy Martin 05/24/2018 09:31 AM	Although a Confirmation review was completed it was done by the same person that made the original determination. The CO (Confirmation Official) and DO (Determining Official), Must be two different people. 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	On-Site Assessment Tool	Verification (207 - 215)		209	06/25/2018	CAP Removed	

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Corrective Action History			CAP Removed Amy Martin 05/16/2018 10:36 AM	CAP Removed			
			Flagged Kristin Lawton 05/15/2018 10:26 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. Errors observed with verification were discussed in the Exit Conference. The Confirming Official must sign the Verification Tracker before sending the first notice to the family, confirming that the selected application is indeed error prone. The Confirming Official may not be the same person as the Verifying Official. If a family is going to receive additional benefits due to verification (such as switching from reduced to free), this must be adjusted within 3 calendar days. If the family is going to receive decreased benefits (such as free to reduced, or to paid), the family must be given 10 calendar days' notice before changing the student's benefit status. 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	On-Site Assessment Tool	Verification (207 - 215)		214	06/25/2018	CAP Accepted	
Corrective Action History			CAP Accepted Amy Martin 05/30/2018 11:27 AM	CAP Accepted			
			CAP Submitted JAMES HEISER 05/29/2018 12:04 PM	The Assistant to the Business Administrator will create a listing of all households for whom benefits are to be reduced or terminated. The listing will include the official date of the written notice as well as the date of termination, which will be 10 calendar days after the date of the written notice. This will be implemented immediately and will be used in the 2018 - 2019 application process.			
			Flagged Amy Martin 05/24/2018 09:31 AM	Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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 - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review (400-408)	PEARSON SCHOOL	407	06/25/2018	CAP Removed	
Corrective Action History			CAP Removed Amy Martin 05/16/2018 10:43 AM	CAP Removed			
			Flagged Kristin Lawton 05/08/2018 12:56 PM				