

HAINESPORT BD OF ED-00501910 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		126	05/11/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kate Marsh 04/17/2018 09:05 AM	CAP Accepted			
			CAP Submitted MICHAEL BLAKE 04/13/2018 11:58 AM	The parents/guardians were reached out too on 4/12 and 4/13 to complete the applications. All 3 applications were completed with the missing last 4 digits of the social security number.			
			Flagged Kate Marsh 04/11/2018 10:44 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.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		137	05/11/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kate Marsh 04/17/2018 09:04 AM	CAP Accepted			
			CAP Submitted MICHAEL BLAKE 04/13/2018 12:02 PM	The student was originally a foster child and was an out-of-district placement 2-3 years ago. Back in December the student returned to Hainesport School to continue their education in the least restrictive environment. The student has since been adopted and the status was never changed to full-price(an application was on file for the household) Since then, the status was changed to full-price and a letter was sent to the house(4/13) notifying them of the change. Going forward when students are returning to school, that tab in the student information system will be verified.			
			Flagged Kate Marsh 04/11/2018 10:45 AM	Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA. 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.			