

PALMYRA BD OF ED-00503920 - 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	01/14/2018	CAP Accepted	
Corrective Action History			CAP Accepted Amy Martin 12/22/2017 01:03 PM	CAP Accepted			
			CAP Submitted TODD REITZEL 12/22/2017 12:49 PM	As stated previously with the auditor, Palmyra encountered a perfect storm with regard to the Free/Reduced Lunch application process for the 2017-18 SY. The employee responsible for all of those activities went out on medical LOA in late June 2017, never to return. The Business Administrator utilized what knowledge he had and recruited another staff member, with no prior experience, to assist with the data entry for this year. Ms. Martin was very informative in updating the Business Office in recent rule changes and, in addition, what errors to look out for when an application is submitted to the District. Some of our errors were pure data entry and others were due to the lack of knowledge regarding updated rule changes. All application errors were corrected on December 13, 2017. Upgrades took effect December 13, 2017; downgrades all take effect December 23, 2017. A new staff member will be selected for these duties, and trained properly, for the 2018-19 SY (7/1/18 implementation).			
			Flagged Amy Martin 12/13/2017 11:29 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), which was uploaded to the Documents tab. 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)		129	01/14/2018	CAP Accepted	
Corrective Action History			CAP Accepted Amy Martin 12/22/2017 01:03 PM	CAP Accepted			
			CAP Submitted TODD REITZEL 12/22/2017 12:50 PM	The errors discovered by the internal audit were predominantly due to data entry and misunderstanding of the Lunchtime software we utilize for Free/Reduced Lunch applications. Some had SNAP#'s in 2016-17, which were never taken out of the system in 2017-18, so they received free lunch longer than they should have. While notice was given to those families, it was not 10 days and Form #255 was not sent. Proper training for the 2018-19 SY (7/1/18 implementation) will easily eliminate this error, due to the knowledge gained from the Administrative Review.			
			Flagged Amy Martin 12/13/2017 11:29 AM	Multiple applications were changed due to findings in an internal audit. The application's whose eligibility status were downgraded were not provided form 255 (Letter of Audit results) and the 10 calendar day grace period required. 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)		208	01/14/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Amy Martin 12/22/2017 01:03 PM	CAP Accepted		
			CAP Submitted TODD REITZEL 12/22/2017 12:50 PM	As stated previously with the auditor, most of the administrative work was performed by the Business Administrator for the 2017-18 SY. He needed to act in both capacities this year due to short staffing. Proper segregation of duties will be laid out in the department for the 2018-19SY (7/1/18 implementation) so the Verifying Official and Confirming Official are two separate people.		
			Flagged Amy Martin 12/13/2017 11:29 AM	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.		