

Administrative Review Report

GUTTENBERG BD OF ED – Hudson Co – 017-01850

Findings and Corrective Action:

Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date	04/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 03/21/2017 11:47 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.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	137	
Due Date	04/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Amy Jankowski 03/21/2017 12:03 PM	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.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	207	
Due Date	04/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 03/21/2017 11:47 AM	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..
Site Name		
Form Name	On-Site Assessment Tool	
Question #	209	
Due Date	04/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 03/21/2017 11:47 AM	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	211	
Due Date	04/21/2017	

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Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 03/21/2017 11:47 AM	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation. First and second notices were not kept on file for all verified applications.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	212	
Due Date	04/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 03/21/2017 11:48 AM	When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice We Must Check Your Application" (Form 21). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation. Second notices were not sent to those household who received a decrease in benefits.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	214	
Due Date	04/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 03/21/2017 11:48 AM	The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	215	
Due Date	04/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 03/15/2017 07:45 PM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. 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.
Site Name	ANNA L KLEIN	
Form Name	On-Site Assessment Tool - Site	
Question #	901	
Due Date	04/21/2017	
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 03/21/2017 11:46 AM	SFAs must conduct an on-site accountability review prior to February 1st each school year. The NSLP, and SBP On-Site Accountability Review Forms, (#292), and (#142) must be used. Accountability reviews must be conducted by an SFA employee. The SFA had completed the on-site accountability forms,for Breakfast and Lunch, however the forms were not signed and dated. Explain how this finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.