

ALEXANDRIA TWP BD OF ED-01900020 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)		1601	01/22/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kate Marsh 01/19/2018 10:40 AM	CAP Accepted			
			CAP Submitted TERESA BARNA 01/10/2018 05:01 PM	On January 11, 2018, the USDA flyer regarding Summer Food Service Programs will be posted on our website. We will update the flyer each year before summer break to ensure the most current information is available to our community.			
			Flagged Kate Marsh 12/22/2017 09:34 AM	SFA must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's web site: http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf . 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	01/22/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kate Marsh 01/19/2018 10:39 AM	CAP Accepted			
			CAP Submitted TERESA BARNA 01/10/2018 01:28 PM	On December 22, 2017, a letter was sent to the family informing them that the determination of eligibility had changed. The business office also initiated a review of all applications that were determined as eligible. Moving forward, the determinations will be done by the business office staff rather than by the nursing staff in an effort to ensure that this error will not occur again. We plan to have a member of the office staff participate in training when it is offered to make sure we follow all procedures and have all current information available.			
			Flagged Kate Marsh 12/22/2017 09:34 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. The application chosen for verification was not correctly determined based on gross income from pay stubs but instead was determined based on net income. 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	Civil Rights (809 - 810)		810	01/22/2018	CAP Accepted	
Corrective Action History			CAP Accepted Kate Marsh 01/19/2018 10:40 AM	CAP Accepted			
			CAP Submitted TERESA BARNA 01/10/2018 01:30 PM	On December 22, 2017, the electronic "original" form was updated to include the correct non-discrimination statement. All old hardcopies were discarded.			
			Flagged Kate Marsh 12/22/2017 09:45 AM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement . 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.			

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