

# Administrative Review Report

WEST MILFORD BD OF ED-031-05650 – Passaic County

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	126	
<b>Due Date</b>	05/17/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Linda Scarpa 04/17/2017 11:46 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. One application was missing the last 4 digits of the social security number and the no social security number box as not checked.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	214	
<b>Due Date</b>	05/17/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Linda Scarpa 04/17/2017 12:14 PM	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..