

## LENAPE VAL RG HS BD OF ED-03702615 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods (710)		710	01/29/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Lisa Garland 01/22/2018 03:06 PM	CAP Accepted			
			CAP Submitted ROBERT KLINCK 01/22/2018 03:05 PM	Going forward the school district will properly complete the non program food revenue tool annually. We will insure that the NPFRT will match the figure to our exhibit B-5 and include all of its non food program revenues and costs and its calculation. The SFA's revenues ratio via the tool will equal or exceed the SFA food cost ratio. We will increase revenues on adult prices to be sufficient to cover the cost. This will be monitored by Robert Klinck, Assistant Superintendent for Business, and Kim Utter, Secretary in the Board of Education office beginning September 2018.			
			Flagged Lisa Garland 01/22/2018 02:13 PM	Finding: Revenue from Non-program Foods The Non Program Food Revenue Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position & did NOT include all of its nonprogram revenues and costs in its calculation. In addition, Revenue Ratio DID NOT equal or exceed its Food Cost Ratio as required under 7 CFR 210.14(f). Please review the NPFRT webinar in SNEARS on the proper completion of the tool: Under Resources, Training, NPFRT Webinar June 2015.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		126	02/09/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Erlisa Levin 03/27/2018 02:22 PM	CAP Accepted			
			CAP Submitted KIM UTTER 03/26/2018 08:40 AM	The application Bryon Salazar did not have a parent signature and the social security number was left off. The student was contacted on January 14, 2018, and was instructed to have parent signature on application and parent social security number as well on application. The application was completed and returned to FSA on January 15, 2018, this information was submitted in SOARS on January 18, 2018, the application will be uploaded to SOARS. Corrective Action: In the future, we will be sure all applications at time of acceptance have proper signatures.			
			Flagged Erlisa Levin 01/11/2018 10:47 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.			