

# Administrative Review Report

FRELINGHUYSEN BD OF ED-041-01670 Warren County

## Findings and Corrective Action:

|                                  |  |  |
|----------------------------------|--|--|
| <b>Site Name</b>                 |  |  |
| <b>Form Name</b>                 | On-Site Assessment Tool                        |  |
| <b>Question #</b>                | 126  |  |
| <b>Due Date</b>                  | 05/04/2017                                     |  |
| <b>Corrective Action Status</b>  | Flagged  |  |
| <b>Corrective Action History</b> | Flagged<br>Linda Scarpa<br>04/04/2017 12:21 PM | 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.   |
| <b>Site Name</b>                 |  |  |
| <b>Form Name</b>                 | On-Site Assessment Tool                        |  |
| <b>Question #</b>                | 138  |  |
| <b>Due Date</b>                  | 05/04/2017                                     |  |
| <b>Corrective Action Status</b>  | Flagged  |  |
| <b>Corrective Action History</b> | Flagged<br>Linda Scarpa<br>04/04/2017 12:21 PM | The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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. |
| <b>Site Name</b>                 |  |  |
| <b>Form Name</b>                 | On-Site Assessment Tool                        |  |
| <b>Question #</b>                | 209  |  |
| <b>Due Date</b>                  | 05/04/2017                                     |  |
| <b>Corrective Action Status</b>  | Flagged  |  |
| <b>Corrective Action History</b> | Flagged<br>Linda Scarpa<br>04/04/2017 12:22 PM | 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. 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.   |
| <b>Site Name</b>                 |  |  |
| <b>Form Name</b>                 | On-Site Assessment Tool                        |  |
| <b>Question #</b>                | 212  |  |
| <b>Due Date</b>                  | 05/04/2017                                     |  |
| <b>Corrective Action Status</b>  | Flagged  |  |
| <b>Corrective Action History</b> | Flagged<br>Linda Scarpa<br>04/04/2017 12:22 PM |  |
| <b>Corrective Action History</b> | Flagged<br>Linda Scarpa<br>03/15/2017 11:27 PM | 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.   |
| <b>Site Name</b>                 |  |  |
| <b>Form Name</b>                 | On-Site Assessment Tool                        |  |
| <b>Question #</b>                | 316  |  |

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|                                  |  |   |
|----------------------------------|--|---|
| <b>Due Date</b>                  | 05/04/2017                                     |   |
| <b>Corrective Action Status</b>  | Flagged  |   |
| <b>Corrective Action History</b> | Flagged<br>Linda Scarpa<br>04/04/2017 12:22 PM | MEAL COUNTS REPORTED ON THE MONTHLY VOUCHER DID NOT MATCH THE EDIT CHECK WORKSHEET FOR THE MONTH OF REVIEW.   |
| <b>Site Name</b>                 | FRELINGHUYSEN TWP                              |   |
| <b>Form Name</b>                 | On-Site Assessment Tool - Site                 |   |
| <b>Question #</b>                | 325  |   |
| <b>Due Date</b>                  | 05/04/2017                                     |   |
| <b>Corrective Action Status</b>  | Flagged  |   |
| <b>Corrective Action History</b> | Flagged<br>Linda Scarpa<br>04/04/2017 12:26 PM | Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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. |