

Administrative Review Report

N WARREN REG BD OF ED – 041-03675 Warren County

Findings and Corrective Action:

Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 07/06/2017 11:37 AM	CAP Accepted
	CAP Submitted CHRISTOPHER HEAGELE 06/13/2017 12:11 PM	The corrective action was completed on May 17, 2017.
	CAP Rejected Linda Scarpa 06/13/2017 11:08 AM	Please submit the DATE of the corrective action.
	CAP Submitted CHRISTOPHER HEAGELE 06/12/2017 10:57 AM	All missing 4-digits of the social security numbers have been obtained for those missing from the application.
	Flagged Linda Scarpa 06/05/2017 12:07 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. Applications were incorrectly determined and the last 4 digits of the social security number were missing and/or the no social security box was not checked.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	209	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 07/06/2017 11:37 AM	CAP Accepted
	CAP Submitted CHRISTOPHER HEAGELE 06/13/2017 12:12 PM	The corrective action was completed on May 17, 2017.
	CAP Rejected Linda Scarpa 06/13/2017 11:15 AM	Please state the date of the corrective action
	CAP Submitted CHRISTOPHER HEAGELE 06/12/2017 11:03 AM	The application verification for proof of income has now been submitted. During the time of the application submission, the parent was transitioning to a short-term disability status and was confused as how to complete the application. The parent has now been advised the proper way of application completion. In the future, the applications will be thoroughly reviewed and questioned if inconsistency arises.
	Flagged Linda Scarpa 06/05/2017 12:07 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. One application selected for verification did not provide ALL required proof of income.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	213	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 06/13/2017 11:17 AM	CAP Accepted
	CAP Submitted CHRISTOPHER HEAGELE 06/12/2017 11:05 AM	Notice of adverse action or results of verification will be kept on file in the future going forward.
	Flagged Linda Scarpa 06/05/2017 12:08 PM	The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Letter to Notify Household of Audit Results" (Form 255). 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

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	Notice and Notice of adverse action or results of verification were not kept on file.	
Site Name		
Form Name	On-Site Assessment Tool	
Question #	316	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 06/13/2017 11:17 AM	CAP Accepted
	CAP Submitted CHRISTOPHER HEAGELE 06/12/2017 11:08 AM	Enrollment record of removal and addition into the student portal will be kept on a timely basis and mirrored in Meals Plus in order to keep the count consistent.
	Flagged Linda Scarpa 06/05/2017 12:08 PM	Meal counts for the month of review were consolidated and submitted incorrectly.
Site Name	N WARREN REG HIGH SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	325	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 06/13/2017 11:17 AM	CAP Accepted
	CAP Submitted CHRISTOPHER HEAGELE 06/12/2017 11:09 AM	Enrollment record of removal and addition into the student portal will be kept on a timely basis and mirrored in Meals Plus in order to keep the count consistent going forward.
	Flagged Linda Scarpa 06/05/2017 12:08 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.
Site Name	N WARREN REG HIGH SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	901	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 06/13/2017 11:18 AM	CAP Accepted
	CAP Submitted CHRISTOPHER HEAGELE 06/12/2017 11:11 AM	The On-site review will be conducted by the SFA employee on a timely manner and will be submitted on or before the due date with the proper signature of the Business Administer in place.
	Flagged Linda Scarpa 06/05/2017 12:08 PM	SFAs with more than one school must conduct an on-site accountability review prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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 correction. On-site review was not conducted by SFA employee. Please explain in detail how this will be corrected.
Site Name	N WARREN REG HIGH SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	1404	
Due Date		
Corrective Action Status	CAP Accepted	

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Corrective Action History	CAP Accepted Linda Scarpa 06/13/2017 11:18 AM	CAP Accepted
	CAP Submitted CHRISTOPHER HEAGELE 06/12/2017 11:36 AM	The second food safety inspection was on 12/14/2016. Certificate of Inspection is attached.
	Flagged Linda Scarpa 06/05/2017 12:09 PM	SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected. SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected. Documentation must be provided that a second food safety inspection was requested.