

NORTHFIELD BOE-00103720 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	NORTHFIELD BOE-00103720	126	02/19/2024	CAP Accepted	
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/16/2024 10:12 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Jamie Shoemaker 02/15/2024 09:26 AM					
	All incomplete applications have been rectified. Four parents were contacted and SSN was rectified. Two parents were contacted and correct Case numbers were received. Date of correction has been indicated on SFA-1 and SFA-2 for all six.					
Corrective Action History	Flagged by Lorena Paredes 01/17/2024 03:42 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 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.					
	Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	NORTHFIELD BOE-00103720	138	02/19/2024	CAP Removed
	Corrective Action History	Corrective Action Plan: Removed by Lorena Paredes 01/17/2024 12:11 PM				
CAP Removed						
Flagged by Lorena Paredes 01/12/2024 12:30 PM						
Master Eligibility List and BID contain students that have withdrawn from district without indication of withdrawal.						
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there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. 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.						

NORTHFIELD BOE-00103720 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (Off-Site Assessment Tool) (200H)	NORTHFIELD BOE-00103720	201	02/19/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/16/2024 10:08 AM CAP Accepted				
	Corrective Action Plan: Submitted by Jamie Shoemaker 02/14/2024 08:46 AM				
	The Verifying Official has been changed to Nancy Berenotto. The Hearing Officer is Jamie Shoemaker, and she will not be involved in the Verification process. This change has been implemented as of January 16, 2024.				
	Flagged by Lorena Paredes 01/17/2024 03:32 PM The Verifying Official and the Hearing Official cannot be the same individual. The Hearing Officer must not be involved in the Verification process. 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	NORTHFIELD BOE-00103720	209	02/19/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 02/16/2024 10:11 AM CAP Accepted				
	Corrective Action Plan: Submitted by Jamie Shoemaker 02/14/2024 08:49 AM				
	Pay stubs were received on January 18, 2024. They show period end dates of 10/01/23 and 10/15/23. Each shows earnings of \$1,000 per two-week pay period. We also verified that there was no pay stub in between the two submitted, based on the year-to-date earnings. The Verifying Official will view the Verification webinar in SNEARS before verification is processed in October 2024.				
	Flagged by Lorena Paredes 01/17/2024 03:42 PM One application selected for Verification did not have the pay period indicated on the pay stub. The pay period is necessary in order to determine the frequency of the income provided. They Verification process must be followed according to guidelines established in The Eligibility Manual for School Meals. The SFA must contact the household to obtain a copy of paystubs specifying pay period (from XX/ XX/XXXX to XX/XX/XXXX) and proceed with verification making any changes necessary. 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.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	NORTHFIELD COMMUNITY ES-109	323	02/19/2024	CAP Submitted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Submitted by Jamie Shoemaker 02/16/2024 10:17 AM				
	This has been implemented with the January SNEARS reporting. Karen entered the attendance factor manually when completing the January SNEARS. I believe it was on or around February 6th.				
	Corrective Action Plan: Rejected by Lorena Paredes 02/16/2024 10:12 AM				
	Please indicate date this corrective action was implemented.				
	Corrective Action Plan: Submitted by Jamie Shoemaker 02/15/2024 09:32 AM				
After consultation with our software provider, they have notified us that the attendance factor must be entered manually when running the Edit Check. Karen Watson has been trained on this and has added the instructions to her monthly procedures. This has been implemented with the January report.					
Flagged by Lorena Paredes 01/17/2024 03:43 PM					
Edit Check Worksheets for both breakfast and lunch do not include Attendance Factor resulting in all meals exceeding the number of attendance adjusted eligible students. No ineligible meals observed.					
When conducting edit checks, if the free, reduced price, or paid counts on any day exceed the number of eligible students adjusted for attendance, an explanation must be provided. The explanation should be recorded in the "Comments" column of the Edit Check Worksheet. On each day of the review month, the number of free, reduced price and/or paid meals claimed exceeded the number of attendance adjusted eligible students due to the Attendance Factor being at 0.00%. This indicates a potential flaw in the accountability system or the system of updating all documentation. Immediate investigation and explanation is necessary. 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. Fiscal action may be taken. An over claim may be assessed.					

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged