

LAWNSIDE BD OF ED-00702560 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised system-wide.

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	LAWNSIDE PUBLIC-1090	325	12/20/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 11/27/2023 12:07 PM CAP Accepted				
	Corrective Action Plan: Submitted by JACKIE HOLMES 11/23/2023 10:03 AM Beginning December 4, 2023, the teachers will use form 144 Daily Meal Count Worksheet to count the students who received a reimbursable meal.				
	Corrective Action Plan: Rejected by Amy Martin 11/22/2023 08:33 AM error in system				
	Corrective Action Plan: Submitted by Amy Martin 11/21/2023 12:46 PM Breakfast counts must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. At the site, breakfast is served in the classroom and teachers are checking student's names on the rosters. The same form is also used for ordering lunch. Once the rosters are completed, they are sent back to the cafeteria to be entered into the POS system. The October numbers entered into SNEARS for reimbursement for October differed from the State Agency count. The SFA claimed 6073 breakfasts while I calculated 6082 breakfasts (underclaim of nine meals). Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
	Flagged by Amy Martin 11/22/2023 08:32 AM Breakfast counts must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. At the site, breakfast is served in the classroom and teachers are checking student's names on the rosters. The same form is also used for ordering lunch. Once the rosters are completed, they are sent back to the cafeteria to be entered into the POS system. The October numbers entered into SNEARS for reimbursement for October differed from the State Agency count. The SFA claimed 6073 breakfasts while I calculated 6082 breakfasts (underclaim of nine meals). Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
	Special Provisions Options	Special Provisions Options (On-Site Assessment Tool - Site) (2113H)	LAWNSIDE PUBLIC-1090	2115	12/20/2023

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 11/27/2023 12:09 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by JACKIE HOLMES 11/23/2023 10:23 AM				
	<p>Beginning with December 2023 DC Claim, all reports will be saved. Before each claim is submitted, the enrollment data will be checked for duplicate students and students that have left the district along with maintaining the migrant, homeless, runaway list.</p> <p>The September reimbursement has been resubmitted on Thursday November 23,2023 and Certified. Mark Gordon and Karen Willis will verify each DC claim to ensure this is occurring.</p>				
	Flagged by Amy Martin 11/21/2023 12:49 PM				
	<p>The Identified Student Percentages (ISP) and claiming procedures at the time of latest CEP approval could not be validated as part of Administrative Review. CEP application has been amended to reflect correct verified data. Moving forward, all data to validate and replicate the approved CEP application must be correct and kept on file. This includes maintaining actual DC data which includes removing duplicate students and those that leave the district <i>prior</i> to April 1st, the migrant, homeless, runaway lists, and enrollment data.</p> <p>You must revise September reimbursement to reflect the correct claiming percentages by entering the same number of total meals for each month. Additionally, explain in detail the measures taken to ensure that finding will not reoccur in the future. Indicate the date of implementation.</p>				

Report Selections

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