

## WASHINGTON BORO BD OF ED-04105480 - 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
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	WASHINGTON BORO BD OF ED-04105480	126	03/29/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:17 PM CAP Accepted				
	Corrective Action Plan: Submitted by Paula Hoffman 03/06/2024 02:22 PM  Application #56 - MEL updated to Reduced, Application updated to Reduced, Notified parent with letter 255 of status change for 3/11/24 Application # 102- MEL updated to Paid, Application updated to Paid, Notified parent with letter 255 of status change for 3/11/24 Application # 106- MEL updated Free, Application updated to Free, Notified parent with letter of status change for 3/4/24 Application # 109- Social Security numbers obtained from parent, added to application Application # 110-Social Security number obtained from parent, added to application				
	Flagged by Katie Hunter 02/29/2024 03:27 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	WASHINGTON BORO BD OF ED-04105480	212	03/29/2024	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:17 PM CAP Accepted				
	Corrective Action Plan: Submitted by Paula Hoffman 03/06/2024 02:23 PM  Application # 11- created second notice with words visible on 3/6/24 and mailed to parent  Application #67- created second notice with words visible 3/6/24 and mailed to parent  Application # 92- created second notice with words visible 3/6/24 and mailed to parent  Any future second notice form #21 letters with letterhead will be properly placed to be sure second notice is visible.  Flagged by Katie Hunter 02/29/2024 03:27 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 to Household" (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.				
Verification	Verification (On-Site Assessment Tool) (207H)	WASHINGTON BORO BD OF ED-04105480	214	03/29/2024	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 02:17 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Paula Hoffman 03/06/2024 02:22 PM				
	Application # 11- created form 244 on 3/6 24 and mailed to parent				
	Application #67- created form 244 on 3/6/24 and mailed to parent				
	Application # 92- created form 244 on 3/6/24 and mailed to parent				
Any future verification audit that will warrant termination, form 244 will be created and sent to the parent					
Flagged by Katie Hunter 02/29/2024 03:28 PM					
Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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..					

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Maintenance of Non-Profit School Food Service Account	Maintenance of Non-Profit School Food Service Account (Off-Site Assessment Tool) (700H)	WASHINGTON BORO BD OF ED-04105480	701	04/03/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lisa Garland 04/03/2024 12:21 PM CAP Accepted				
	Corrective Action Plan: Submitted by Eileen Smith 03/27/2024 02:07 PM The business office will ensure that the cafeteria account's net cash resources does not exceed three months of average expenditures at the end of the fiscal year. The School Business Administrator will monitor the cash in the account at the end of each fiscal year to ensure that the total does not exceed the required amount to be in compliance. This will begin with current fiscal year.				
Flagged by Lisa Garland 03/27/2024 10:21 AM FINDING: Net Cash Resources exceeded three months average expenditures which represents incompliance per USDA CFR 210.14 Please submit a required Corrective Action Plan  Thank You					
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	WASHINGTON BORO BD OF ED-04105480	709	04/03/2024	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Lisa Garland 04/03/2024 12:23 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Eileen Smith 03/27/2024 02:10 PM				
	<p>The School Business Administrator will work with the FSMC to ensure adequate revenue from non-program foods are sufficient to cover costs. This will be accomplished by checking sales on a monthly basis which will begin with the current fiscal year.</p> <p>Flagged by Lisa Garland 03/27/2024 10:25 AM</p> <p>FINDING: Non-Program Food Revenue Tool.</p> <p>Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f) Additional Revenue needed to comply</p> <p>Please submit a required Corrective Action Plan</p> <p>Thank You</p>				

### Report Selections

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