

CORRECTIVE ACTION PLAN

Name of School: **Paterson Public Schools**
 Type of Audit: **Comprehensive Annual Financial Report**
 Date of Board Meeting: **February 12, 2020**
 Contact Person: **Richard L. Matthews, School Business Administrator**
 Telephone Number: **973-321-0703**

County: Passaic

| AUDIT FINDINGS AND RECOMMENDATION | CORRECTIVE ACTION APPROVED BY THE BOARD | METHOD OF IMPLEMENTATION | PERSON RESPONSIBLE FOR IMPLEMENTATION | COMPLETION DATE OF IMPLEMENTATION |
|--|---|---|---|--|
| <p>Finding 2019-001</p> <p>Changes to transportation contracts and addendums are not always getting approved by the Board.</p> <p>Finding 2019-002:</p> <p>Meals claimed did not agree with meal count records resulting in an over/under claim, as detailed on the Schedule of Meal Account Activity</p> <p>Finding: 2019-003</p> <p>There were 11 students were classified on the 2018-2019 ASSA submission in the Special Education Category but the District did not have a proper IEP on file.</p> <p>Recommendation: The District must establish and implement procedures to ensure all students eligible for IEP related services have an IEP report for the applicable school year and by the October 15th deadline</p> | <p>All addendums shall be approved by the Board.</p> <p>Prior to submitting reimbursement claims to NJDA, meal counts will first be reconciled to Edit Check Worksheets and any other type of meal count activity record (such as check off rosters) and then verified by two levels of management.</p> <p>Prior to submission of the ASSA, October 15th submission, the department with child study team members and supervisors will verify special education IEP of students on their existing caseloads to ensure that all students identified have a valid IEP.</p> | <p>All changes to contracts and addendums will have a completed board action when created.</p> <p>The Executive Director of Food Services and/or the Director shall with the assistance from the Office Supervisor reconcile and verify Edit Check Worksheets and/or meal count activity records (such as check-off rosters) prior to the monthly claim submission for all Federal and State meal programs.</p> <p>The department will review and cross reference enrollment from the Student Information System and Easy IEP to verify active students have valid IEPs by the October 15th ASSA deadline.</p> | <p>Lisa Vainieri-Marshall</p> <p>Executive Director or Director of Food Services</p> <p>Office Supervisor of Food Services</p> <p>Cheryl D. Coy, Child Study Teams, and Special Education Supervisors</p> | <p>January 2020</p> <p>September 30, 2019</p> <p>Up to October 15th submission deadline</p> |


 CHIEF SCHOOL ADMINISTRATOR

2-24-20
 DATE


 SCHOOL BUSINESS ADMINISTRATOR

1/28/2020
 DATE