

CORRECTIVE ACTION PLAN

NAME OF SCHOOL: Robbinsville Public Schools

COUNTY: Mercer

TYPE OF AUDIT: Department of Education, Office of Fiscal Accountability and Compliance
Review of 2015-2016 ASSA, DRTRS, Extraordinary Aid

DATE OF BOARD MEETING: November 28, 2017

CONTACT PERSON: Beth Brooks, School Business Administrator / Board Secretary

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RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	Direct certified students must be removed from the free lunch list once not on subsequent direct certification report	The Administrative Assistant to the SBA will remove from the free lunch status report those direct certified students once they are no longer eligible per the Medicaid matching process regardless of the 30 day roll over period permitted by the Department of Agriculture. The Department of Education does not permit this.	Admin. Assistant SBA	10/13/17
2	Enhanced procedures to ensure the correct reporting of special education bussing needs on the DRTRS	The Transportation Supervisor will review all special education documentation to ensure the student is entered into the correct category on the DRTRS report.	Transportation Supervisor SBA	10/13/17
3	Enhance procedures to ensure the annual Extraordinary Aid application includes the correct IEP services	For the Extraordinary Aid application, Special Education will ensure that all special education students reported require an intensive service in their IEP and that ESY expenses are reduced by the application state prescribed percentage. The state guidance manual was not clear and did not provide the percentage.	Secretary to Director of Special Education Director of Special Services SBA	10/31/17

Kathie Foster
SUPERINTENDENT

11/7/17
DATE

Beth Brooks
SCHOOL BUSINESS ADMINISTRATOR / BD. SEC'Y.

11/7/17
DATE