

SFA Name: Tigerton School District
 SFA Code/ID: 585740

Administrative Review Conducted: December 14,2017
 Site(s) Selected for Review: Tigerton Elementary
N/A
N/A

Date Corrective Action Plan was provided to SFA: 1/12/2018

Due Date for Corrective Action Plan: 2/12/2018

The following pages address the findings that were identified during the Administrative Review. There is an area for a response for each finding.
Please enter the detailed response for each in the spaces provided .

Finding #1: Verification			
The SFA did not complete verification by November 15th as required.			
Technical Assistance			
During the review, completing verification was reviewed with the SFA. The SFA was informed that they must complete verification according to regulations and within the correct timeframe. The SFA should review the current Income Eligibility Manual for additional verification information			
CFR 245.6a(C)(1) General.			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intel's.
1. Provide the date that the finding was brought into compliance or the planned date of completion.	1/8/18 - Updated benefits (one family-reduced to paid) per verification outcome (no response); 1/16/18 - Verification Collection Report completed		
2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.	Beth Rogowski, Food Service Secretary		
3. List the steps the SFA will take in order to complete verification.	Select application(s) for verification and complete the process by November 15. Outcome and results reported to DPI by February 1.		

Finding #2: Civil Rights			
The SFA is using the incorrect civil rights statement. They are using an outdated version of the statement.			
Technical Assistance			
During the review the requirement for the civil rights statement to appear on all Program material was discussed with the SFA. The SFA must use the statement on all Program material; the statement can be found on the DPI website.			
FNS Instruction 113-1 IX A 3 Nondiscrimination Statement.			
Required SFA Response	SFA Response	CNR Internal Use	
		Appv.	Intel's.
1. Provide the date that the finding was brought into compliance or the planned date of completion.	Immediate -12/18/17		

Required Corrective Actions- Review Areas

2. Provide the name(s) and title(s) of the SFA representative(s) that will ensure compliance.	Amy Laatsch, FSM		
3. Provide a written statement that the non-discrimination statement has been added to all nutrition program materials.	All non-discrimination statements have been changed/added.		
4. Provide an example to show that the non-discrimination statement has been added. Ex: any letter to the household.	See attached February Menu. The full statement has been posted in each cafeteria for viewing. That has also been uploaded.		

Check the confirmation check box, sign and date the form (typing in your signature is acceptable) and upload the signed copy to cnrsupport.com by the due date indicated.

By checking this box you confirm that all of the above responses have been reviewed and are representative of practices within the SFA. In addition the SFA ensures that additional training will be

Signature of SFA Representative: Amy M Laatsch
 Signature of CN Resource Reviewer: Jane Carney

Date: January 25, 2018
 Date: December 14, 2017

If you have any questions, feel free to contact CN Resource at your convenience. Thank you.



Administrative Review Team
 CN Resource
 P.O. Box 31060
 Mesa, AZ 85275
 866-941-6368
adminreview@cnresource.com