

Administrative Review Report

Webster School District

Review Schedule: By the time that you are receiving the report, these dates will have already passed. The exception is if your corrective action due date has been added.

Schedule Type	Start Date	End Date
Off-Site Review	10/30/2018	11/30/2018
On-Site Review	12/03/2018	12/05/2018
Site Selection Worksheet	10/30/2018	11/28/2018
Entrance Conference	12/03/2018	12/03/2018
Exit Conference	12/05/2018	12/05/2018

Commendations/Recommendations: These sections may or may not be included in your report. If included, you will find things you are doing well and general technical assistance not tied to a particular review question.

Findings and Corrective Action:

Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	127	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 06/03/2019 03:21 PM	Finding: The SFA is not using the correct income eligibility guidelines. They were using the 2018-19 guidelines. Corrective Action: Provide a statement of understanding that the SFA will use the current income eligibility guidelines for the current school year.

- **Site Name:** If the finding is site specific, the site will be listed. If it applies SFA-wide, the Site Name will be blank.
- **Form Name/Question #:** This identifies the question on the USDA form the finding is tied to. The USDA forms are not something you will need to be familiar with. However, the question # will be useful if TA was entered.
- **TA Log #:** This identifies if TA was entered for this question. It will either say “TA Log # exists” or “No TA Log # found.”
- **Due Date:** You will likely be assigned a single due date for all of your corrective action to be submitted. Therefore, this field may be blank.
- **Corrective Action Status:** “Flagged” indicates that you must submit a Corrective Action Plan (CAP) for this finding.

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- **Corrective Action History:** The finding and corresponding corrective action will be noted in this field.

Technical Assistance (TA) Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
06/03/2019	281	127	Administrative Review	ALL	FSD			
Comments								
						Created By		Created Date
Please access the IEGs on our website								6/3/2019 3:23:02 PM

- **TA Date:** The date the TA was entered into the system
- **TA Log #:** Auto generated number; you can disregard.
- **Question #:** This identifies the question on the USDA form the TA is tied to. You can match this to the question # in the Findings and Corrective Action section.
- **TA Area:** All TA in this report will be related to the Administrative Review.
- **Site:** Will either show “All” for TA that applies SFA-wide or give a specific site.
- **SFA Contact:** Who the TA is directed to. This will likely be a position to avoid having names in the report.
- **Comments:** Technical assistance to review.