

CORRECTIVE ACTION PLAN

NAME OF SCHOOL:

Ironbound Community Corporation

TYPE OF AUDIT:

New Jersey Department of Education, Newark Internal Audit Unit (NJDOE-NIAU)

DATE OF ADVISORY BOARD MEETING:

January 24, 2012

CONTACT PERSON:

Office of Early Childhood, Director and/or Fiscal Specialist

TELEPHONE NUMBER:

Abbreviations:

NPS-OEC – Newark Public Schools, Office of Early Childhood

NJDOE-NIAU – New Jersey Department of Education, Newark Internal Audit Unit

NJDOE-OFAC – New Jersey Department of Education, Office of Fiscal Accountability and Compliance

NJDOE-DECE – New Jersey Department of Education, Division of Early Childhood Education

FINDING NUMBER	RECOMMENDATION	METHOD OF IMPLEMENTATION	PERSON(S) RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE
1	The auditor recommend that the NOEC pay \$14,863 to the provider	NPS-OEC does not agree with the audit finding and recommendation. Contracted private providers are required to submit on a quarterly basis a signed Statement of Assurance (SOA). The SOA states that the <i>Quarterly Expenditure Report submitted by the provider is correct and complete with all supporting documentation and that any expenses not supported by the attached documentation will not be reimbursed by the District at any time.</i> NPS-OEC has made payments to Ironbound Community Corporation based upon the Quarterly Expenditure Report submissions during the 2009-10 fiscal year.	Ironbound Community Corporation; NJDOE-NIAU	January 31, 2012

CORRECTIVE ACTION PLAN

NAME OF SCHOOL:

Ironbound Community Corporation

TYPE OF AUDIT:

New Jersey Department of Education, Newark Internal Audit Unit (NJDOE-NIAU)

DATE OF ADVISORY BOARD MEETING:

January 24, 2012

CONTACT PERSON:

Office of Early Childhood, Director and/or Fiscal Specialist

TELEPHONE NUMBER:

Abbreviations:  
 NPS-OEC – Newark Public Schools, Office of Early Childhood  
 NJDOE-NIAU – New Jersey Department of Education, Newark Internal Audit Unit  
 NJDOE-OFAC – New Jersey Department of Education, Office of Fiscal Accountability and Compliance  
 NJDOE-DECE – New Jersey Department of Education, Division of Early Childhood Education

FINDING NUMBER	RECOMMENDATION	METHOD OF IMPLEMENTATION	PERSON(S) RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE
2	The auditor recommends that the NPS-OEC ensure they receive and retain all CARL results for all DOE funded preschool program employees for each contract year to verify contract compliance for future audit purposes.	NPS-OEC requests all current CARL and CHRl for all contracted preschool provider staff throughout the school year. CARL checks are renewed every three years. In the past, expired CARL checks may have been archived or destroyed. Going forward, NPS-OEC will retain copies of CARL and CHRl results based on the retention schedule. NPS-OEC will continue to issue instructions to all contracted preschool providers during the monthly director meetings regarding their responsibilities of obtaining the proper certifications and CHRl and CARL documentation. NPS-OEC will provide the certification supervisor a list of employees added to the roster during the school year for compliance. NPS-OEC will also review any missing CARL and CHRl for 2009-10 to determine that either all have been probably obtained or the employee is no longer working for the company.	Ironbound Community Corporation; Fiscal Specialist	January 1, 2012

CORRECTIVE ACTION PLAN

NAME OF SCHOOL:

Ironbound Community Corporation

TYPE OF AUDIT:

New Jersey Department of Education, Newark Internal Audit Unit (NJDOE-NIAU)

DATE OF ADVISORY BOARD MEETING:

January 24, 2012

CONTACT PERSON:

Office of Early Childhood, Director and/or Fiscal Specialist

TELEPHONE NUMBER:

Abbreviations:  
 NPS-OEC – Newark Public Schools, Office of Early Childhood  
 NJDOE-NIAU – New Jersey Department of Education, Newark Internal Audit Unit  
 NJDOE-OFAC – New Jersey Department of Education, Office of Fiscal Accountability and Compliance  
 NJDOE-DECE – New Jersey Department of Education, Division of Early Childhood Education

FINDING NUMBER	RECOMMENDATION	METHOD OF IMPLEMENTATION	PERSON(S) RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE
3	The auditors recommend that the provider obtain annually waivers from all DOE Preschool Program employees.	NPS-OEC has requested Ironbound Community Corporation submit copies of all employee benefit waivers annually.	Ironbound Community Corporation; Fiscal Specialist	Beginning with the 2011-12 school year

*[Signature]*  
 OFFICE OF EARLY CHILDHOOD DIRECTOR DATE 1-18-12

*[Signature]* CHIEF SCHOOL ADMINISTRATOR DATE \_\_\_\_\_  
*[Signature]* SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY DATE 1/18/12