

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

County Somerset

School District Name Montgomery Township
 Type of Examination Audit Review of FY 2010-2011 Chapters 192/193 Services
 Date of Board Meeting February 26, 2013
 Contact Person Thomas M. Venanzi
 Telephone Number (609) 466-7617

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE FOR IMPLEMENTATION
#1	The LEA approves every 407-1 application for students prior to authorizing services or payments to SCESC.	The LEA authorizes in writing on annual basis (per agreement) the SCESC to review 407-1 forms for eligibility and accuracy. The SCESC will forward all 407-1 forms after review to the LEA or their designee for signature prior to providing any services.	SCESC Nonpublic/Public Program Principal	Ongoing for 2012-2013 school year
#2	The LEA and the SCESC amend all applicable procedures for nonpublic student service reporting to ensure that only students that meet the eligibility requirements of the DOEs prescribed by N.J.A.C. 6A:14-6.2(e) and the prescribed publication entitled Chapter 192 and 193 for Nonpublic Schools are reported on state aid applications.	All 407-1 forms are verified for compliance with eligibility requirements based on supporting documentation, such as standardized test scores and/or ISPs for each student or service. The Nonpublic/Public Program Principal reviews a sampling of 407-1 forms quarterly to ensure compliance.	SCESC Nonpublic/Public Program Principal	Ongoing for 2012-2013 school year


 Chief School Administrator

2-27-13
 Date

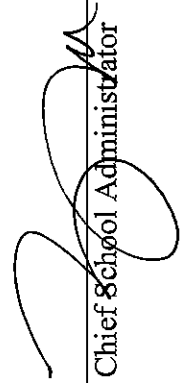

 Board Secretary/Business Administrator

2/27/13
 Date

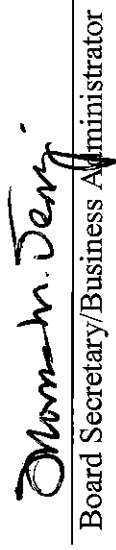
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#3	The LEA verifies all Chapter 192/193 services with the SCESC as part of the Project Completion Report process.	The SCESC prepares monthly billing, attendance records, and roster information, verifies accuracy, and submits to the LEA for their review and verification.	SCESC Nonpublic/Public Program Principal Associate Business Administrator	Ongoing for 2012-2013 school year
#4	The LEA develop procedures to ensure that all students reported on the Project Completion Report have all necessary program information such as 407-1 files, proof of service eligibility and provision of service records available for review.	The SCESC provides the LEA with copies of all student files as documentation is completed. Please see #3 method of implementation above.	SCESC Nonpublic/Public Program Principal	Ongoing for 2012-2013 school year


 Chief School Administrator

2/1/13
 Date


 Board Secretary/Business Administrator

2/21/13
 Date