



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

LAMONT O. REPOLLET, ED.D.
Commissioner

June 29, 2018

Ms. Cathy Moncrief, President
Lindenwold Board of Education
801 Egg Harbor Road, Administration Building
Lindenwold, NJ 08021

Dear Ms. Moncrief:

Enclosed please find one copy of a review of the Lindenwold Board of Education's enrollment data used for the Application for State School Aid and District Report of Transported Resident Students as of October 14, 2016, OFAC Case # SAAU-2-18. Please distribute copies to all board members. There were audit adjustments noted on the ASSA and DRTRS, which impacted the Department of Education's FY 2017-2018 Formula calculations as noted in the body of this report. The FY 2016-2017 EXAID resulted in state aid overpayments to the district totaling \$2,967. The EXAID audit resulted in a state aid reduction totaling \$329. No state aid recovery is due at this time pending audit and corrective action plan responses as detailed below.

Utilizing the process outlined in the attached "Procedures for LEA/Agency Response, Corrective Action Plan and Appeal Process," the board is required, pursuant to N.J.A.C. 6A:23A-5.6, to publicly review and discuss the findings in this report at a public board meeting no later than 30 days after receipt of the report. Within 30 days of the public meeting, the board must adopt a resolution certifying that the findings were discussed in a public meeting, and approving a corrective action plan which addresses the issues raised in the undisputed findings and/or an appeal of any findings in dispute. A copy of the resolution and the approved corrective action plan and/or appeal must be sent to this office within 10 days of adoption by the board. Please direct your response to my attention.

Also, pursuant to N.J.A.C. 6A:23A-5.6(c), you must post the findings of the report and the board's corrective action plan on your district's website. Should you have any questions, please contact Mr. Robert Ortley, State Aid Audit Unit, at (609) 984-4940.

Thank you for your cooperation.

Sincerely,

Robert J. Cicchino

Office of Fiscal Accountability and Compliance

RJC/rwo/jp/Lindenwold
Attachment

Distribution List

Robert Bumpus

Kevin Dehmer

Cindy Lee

Jessani Gordon

Michael Yaple

Robert W. Ortley

Lovell Pugh-Bassett

Lori Moore

Kathleen Huder ✓

Stephen Eells

**STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
P.O. BOX 500
TRENTON, NEW JERSEY 08625-0500**

**REVIEW OF THE APPLICATION FOR STATE SCHOOL AID
REVIEW OF THE DISTRICT REPORT OF TRANSPORTED RESIDENT STUDENTS
AS OF OCTOBER 15, 2016**

**REVIEW OF EXTRAORDINARY
AID FOR SPECIAL EDUCATION COSTS-FY 2016-2017**

OFAC CASE # SAAU-2-18

**LINDENWOLD BOARD OF EDUCATION
CAMDEN COUNTY
801 EGG HARBOR ROAD
LINDENWOLD NJ 08021**

**LINDENWOLD BOARD OF EDUCATION
CAMDEN COUNTY
REVIEW OF THE APPLICATION FOR STATE SCHOOL AID
REVIEW OF THE DISTRICT REPORT OF TRANSPORTED RESIDENT STUDENTS
AS OF OCTOBER 14, 2016
REVIEW OF EXTRAORDINARY AID FOR SPECIAL EDUCATION COSTS
OFAC CASE # SAAU-2-18**

SCOPE

The New Jersey Department of Education (department) Office of Fiscal Accountability and Compliance (OFAC) review verified students on roll listed on the October 14, 2016 Application for State School Aid (ASSA) with the district's New Jersey School Registers. The review verified the district's enrollment counts for regular and special education students. Total enrollment counts were verified for On Roll Full Time, Sent Full Time, Received Full Time, and Sent to Approved Private Schools for Students With Disabilities. Low Income Enrollment, LEP Students, County Special Services Students, and other appropriate categories as reported on the ASSA were verified.

The review also verified the data supporting transportation services provided to students as reported on the District Report of Transported Resident Students as of October 14, 2016.

FINDINGS

On Roll Full Time

The district reported 2,725 students. The OFAC verified 2,717 students for a decrease of eight students, based on a review of the New Jersey School Registers. See Exhibit A

Sent Full Time

The district reported 54 students. The department identified that 54 students were enrolled. See Exhibit A

Received Full Time

The district reported 119 students. The department identified 119 students from the district's supporting documents. See Exhibit A

Sent to Approved Private Schools for Students With Disabilities

The district reported 34 students, which the department verified. See Exhibit A

Summary of Resident Enrollment

As a result of the above, the OFAC determined that the district reported a total of 2,640 Resident Students, while the OFAC verified 2,631, for a decrease of nine Resident Students.

Low Income Enrollment

The district reported 2,162 students. The district presented a set of Low Income enrollment workpapers which differed from the ASSA count with minimal differences. However, the district also presented a listing of Free and Reduced eligible students on a Master Eligibility Listing for the 2016-2017 school year. The coordinated review of these lists indicated at least 2,162 Low Income Resident Students. See Exhibit A

LEP Students

The district reported 436 LEP resident students; 410 Low Income LEP students, and 26 Not Low Income LEP students, which the department verified.

**LINDENWOLD BOARD OF EDUCATION
CAMDEN COUNTY
REVIEW OF THE APPLICATION FOR STATE SCHOOL AID
REVIEW OF THE DISTRICT REPORT OF TRANSPORTED RESIDENT STUDENTS
AS OF OCTOBER 14, 2016
REVIEW OF EXTRAORDINARY AID FOR SPECIAL EDUCATION COSTS
OFAC CASE # SAAU-2-18**

Speech Only Services

The district reported 39 students, however 33 students were verified. This data did not impact on state aid formula calculations.

Transported Students-Regular

The district reported 659 students, while the department verified 657, for a net decrease of two students. Ten students were not enrolled as of October 14, 2016 in school attendance registers. Four nonpublic students were not identified on B8T attendance forms. There were 12 increases to the Regular Special Education Category based on the review of students' Individual Education Programs (IEPs). See Exhibit B

Transported Students-Special Education – With Needs

The district reported students 163, while the department verified 151 students. This decrease of 12 students reclassified to the Regular Special Education Category because IEPs did not support special transportation needs. See Exhibit B

CONCLUSION

The differences in Resident Enrollment and Transported Students has resulted in an adjustment to categorical formula aid totaling \$36,858 as follows.

Equalization Aid	(\$ 340)
Special Education Aid	(5,563)
Security Aid	6,403
Transportation Aid	<u>(37,358)</u>
Net Impact	(\$ 36,858)

The total state aid adjustment as applied to the SFRA formula was determined to be \$36,858. The formula calculations were used to calculate an Additional Aid Adjustment totaling \$931,618. By restating the formula calculations based on the OFAC audit adjustments, the district's Additional Aid Adjustment decreased to \$928,681. A total state aid adjustment was identified in the amount of \$2,937.

EXTRAORDINARY AID APPLICATIONS FY 2016-17

The district filed a FY 2016-2017 Application for Special Education Extraordinary Aid based upon costs in the amount of \$1,192,612 for 17 students. The itemized student costs exceeding \$40,000, or \$55,000 as applicable for the students were reported as \$332,612, which was the basis for the Extraordinary Aid calculation totaling \$147,133. The OFAC examined substantiating cost documentation for all reported students and determined that reported costs were overstated by \$1,493. The OFAC determined verified costs totaling \$1,191,119, with costs exceeding \$40,000 for Category 1 and 2 students or \$55,000 for Category 3 students for 17 students in the amount of \$331,119, which is the basis for revised EXAID totaling \$146,804. The review identified cost

**LINDENWOLD BOARD OF EDUCATION
CAMDEN COUNTY
REVIEW OF THE APPLICATION FOR STATE SCHOOL AID
REVIEW OF THE DISTRICT REPORT OF TRANSPORTED RESIDENT STUDENTS
AS OF OCTOBER 14, 2016
REVIEW OF EXTRAORDINARY AID FOR SPECIAL EDUCATION COSTS
OFAC CASE # SAAU-2-18**

decreases for four students, who were offset by cost increases for 10 other students. There were three students reported with no differences. The review has identified a minor total net decrease to state aid based on these findings to be \$329. In future years the district may choose to conduct a year-end examination of actual EXAID costs and submit changes to the department as prescribed in EXAID application instructions.

RECOMMENDATIONS

The Office of Fiscal Accountability and Compliance recommends that:

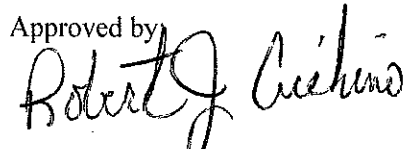
1. the district enhances procedures to cross reference reported ASSA enrollment to the October 15 New Jersey School Registers and other supporting workpapers; and
2. the district report Transported Students based on actual special needs identified in each student's IEP.

Submitted by:



Robert W. Ortley, Manager
State Aid Audit Unit

Approved by:



Robert J. Cicchino, Director
Office of Fiscal Accountability and Compliance

Lindenwold Board of Education
Application for State School Aid
As of October 14, 2016

Grades	On Roll Full Time			On Roll Shared Time		
	Reported	Verified	Difference	Reported	Verified	Difference
Full Day Preschool 3yr	23.0	23.0	-	-	-	-
Full Day Preschool 4yr	108.0	109.0	1.0	-	-	-
Full Kindergarten	221.0	218.0	(3.0)	-	-	-
One	222.0	220.0	(2.0)	-	-	-
Two	249.0	246.0	(3.0)	-	-	-
Three	210.0	209.0	(1.0)	-	-	-
Four	195.0	197.0	2.0	-	-	-
Five	169.0	167.0	(2.0)	-	-	-
Six	169.0	170.0	1.0	-	-	-
Seven	157.0	156.0	(1.0)	-	-	-
Eight	161.0	162.0	1.0	-	-	-
Nine	166.0	163.0	(3.0)	-	-	-
Ten	134.0	131.0	(3.0)	-	-	-
Eleven	110.0	106.0	(4.0)	-	-	-
Twelve	99.0	109.0	10.0	-	-	-
Total Regular	2,393.0	2,386.0	(7.0)	-	-	-
Spec Educ Elementary	181.0	182.0	1.0	-	-	-
Spec Educ Middle	76.0	77.0	1.0	-	-	-
Spec Educ High	75.0	72.0	(3.0)	-	-	-
Subtotal	332.0	331.0	(1.0)	-	-	-
Co. Voc.	-	-	-	-	-	-
Totals	2,725.0	2,717.0	(8.0)	-	-	-

**Lindenwold Board of Education
 Application for State School Aid
 As of October 14, 2016**

Grades	Sent Full Time			Sent Shared Time		
	Reported	Verified	Difference	Reported	Verified	Difference
Full Day Preschool 3yr	-	-	-	-	-	-
Full Day Preschool 4yr	30.0	30.0	-	-	-	-
Full Kindergarten	2.0	2.0	-	-	-	-
One	-	-	-	-	-	-
Two	-	-	-	-	-	-
Three	2.0	2.0	-	-	-	-
Four	-	-	-	-	-	-
Five	1.0	1.0	-	-	-	-
Six	-	-	-	-	-	-
Seven	1.0	2.0	1.0	-	-	-
Eight	1.0	-	(1.0)	-	-	-
Nine	1.0	1.0	-	-	-	-
Ten	-	-	-	-	-	-
Eleven	2.0	2.0	-	-	-	-
Twelve	1.0	1.0	-	-	-	-
Subtotal	41.0	41.0	-	-	-	-
Spec Educ Elementary	3.0	3.0	-	-	-	-
Spec Educ Middle	4.0	4.0	-	-	-	-
Spec Educ High	6.0	6.0	-	-	-	-
Subtotal	13.0	13.0	-	-	-	-
Co. Voc.	-	-	-	-	-	-
Totals	54.0	54.0	-	-	-	-

Lindenwold Board of Education
Application for State School Aid
As of October 14, 2016

Grades	Received Full Time			Received Shared Time		
	Reported	Verified	Difference	Reported	Verified	Difference
Full Day Preschool 3yr	1.0	1.0	-	-	-	-
Full Day Preschool 4yr	55.0	55.0	-	-	-	-
Full Kindergarten	9.0	9.0	-	-	-	-
One	6.0	6.0	-	-	-	-
Two	12.0	12.0	-	-	-	-
Three	3.0	3.0	-	-	-	-
Four	2.0	2.0	-	-	-	-
Five	4.0	4.0	-	-	-	-
Six	1.0	1.0	-	-	-	-
Seven	2.0	2.0	-	-	-	-
Eight	3.0	3.0	-	-	-	-
Nine	4.0	4.0	-	-	-	-
Ten	3.0	3.0	-	-	-	-
Eleven	1.0	1.0	-	-	-	-
Twelve	2.0	2.0	-	-	-	-
Subtotal	108.0	108.0	-	-	-	-
Spec Educ Elementary	9.0	8.0	(1.0)	-	-	-
Spec Educ Middle	1.0	2.0	1.0	-	-	-
Spec Educ High	1.0	1.0	-	-	-	-
Subtotal	11.0	11.0	-	-	-	-
Co. Voc	-	-	-	-	-	-
Totals	119.0	119.0	-	-	-	-

Lindenwold Board of Education
Application for State School Aid
As of October 14, 2016

Grades	Sent to Regional Day Schools			Private Schools for Disabled		
	Reported	Verified	Difference	Reported	Verified	Difference
Full Day Preschool 3yr	-	-	-	-	-	-
Full Day Preschool 4yr	-	-	-	-	-	-
Full Day Kindergarten	-	-	-	-	-	-
One	-	-	-	-	-	-
Two	-	-	-	-	-	-
Three	-	-	-	-	-	-
Four	-	-	-	-	-	-
Five	-	-	-	-	-	-
Six	-	-	-	-	-	-
Seven	-	-	-	-	-	-
Eight	-	-	-	-	-	-
Nine	-	-	-	-	-	-
Ten	-	-	-	-	-	-
Eleven	-	-	-	-	-	-
Twelve	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-
Spec Educ Elementary	-	-	-	6.0	6.0	-
Spec Educ Middle	-	-	-	8.0	8.0	-
Spec Educ High	-	-	-	20.0	20.0	-
Subtotal	-	-	-	34.0	34.0	-
Co. Vo.	-	-	-	-	-	-
Totals	-	-	-	34.0	34.0	-

Lindenwold Board of Education
Application for State School Aid
As of October 14, 2016

Grades	Charter School Students			Resident Students		
	Reported	Verified	Difference	Reported	Verified	Difference
Full Day Kindergarten	14.0	14.0	-	228.0	225.0	(3.0)
One	5.0	5.0	-	221.0	219.0	(2.0)
Two	7.0	7.0	-	244.0	241.0	(3.0)
Three	8.0	8.0	-	217.0	216.0	(1.0)
Four	8.0	8.0	-	201.0	203.0	2.0
Five	1.0	1.0	-	167.0	165.0	(2.0)
Six	1.0	1.0	-	169.0	170.0	1.0
Seven	-	-	-	156.0	156.0	-
Eight	-	-	-	159.0	159.0	-
Nine	-	-	-	163.0	160.0	(3.0)
Ten	-	-	-	131.0	128.0	(3.0)
Eleven	-	-	-	111.0	107.0	(4.0)
Twelve	-	-	-	98.0	108.0	10.0
Subtotal	44.0	44.0	-	2,265.0	2,257.0	(8.0)
Spec Ed - Elem	3.0	3.0	-	184.0	186.0	2.0
Spec Ed Middle	-	-	-	87.0	87.0	-
Spec Ed High	-	-	-	100.0	97.0	(3.0)
Subtotal	3.0	3.0	-	371.0	370.0	(1.0)
Co Voc	-	-	-	-	-	-
State Facilities	-	-	-	4.0	4.0	-
Total Resident Enrollent	47.0	47.0	-	2,640.0	2,631.0	(9.0)

Lindenwold Board of Education
Application for State School Aid
As of October 14, 2016

Grades	Resident Low Income		
	Reported	Verified	Difference
Full Day Kindergarten	190.0	190.0	-
One	186.0	186.0	-
Two	201.0	201.0	-
Three	184.0	184.0	-
Four	174.0	174.0	-
Five	142.0	142.0	-
Six	145.0	145.0	-
Seven	131.0	131.0	-
Eight	129.0	129.0	-
Nine	124.0	124.0	-
Ten	104.0	104.0	-
Eleven	83.0	83.0	-
Twelve	75.0	75.0	-
Subtotal	1,868.0	1,868.0	-
Spec Ed - Elem	148.0	148.0	-
Spec Ed Middle	69.0	69.0	-
Spec Ed High	73.0	73.0	-
Subtotal	290.0	290.0	-
State Facilities	4.0	4.0	-
Total Resident Enrollent	2,162.0	2,162.0	-

Lindenwold Board of Education
Application for State School Aid
As of October 14, 2016

Grades	Resident LEP Low Income			Resident LEP Not Low Income		
	Reported	Verified	Difference	Reported	Verified	Difference
Full Kindergarten	71.0	71.0	-	5.0	5.0	-
One	62.0	62.0	-	2.0	2.0	-
Two	69.0	69.0	-	5.0	5.0	-
Three	44.0	44.0	-	1.0	1.0	-
Four	20.0	20.0	-	-	-	-
Five	14.0	14.0	-	-	-	-
Six	8.0	8.0	-	-	-	-
Seven	11.0	11.0	-	2.0	2.0	-
Eight	9.0	9.0	-	2.0	2.0	-
Nine	33.0	33.0	-	3.0	3.0	-
Ten	26.0	26.0	-	2.0	2.0	-
Eleven	14.0	14.0	-	1.0	1.0	-
Twelve	7.0	7.0	-	2.0	2.0	-
Subtotal	388.0	388.0	-	25.0	25.0	-
Spec. Ed Elem	14.0	14.0	-	1.0	1.0	-
Spec Ed Middle	7.0	7.0	-	-	-	-
Spec Ed High	1.0	1.0	-	-	-	-
Subtotal	22.0	22.0	-	1.0	1.0	-
Totals	410.0	410.0	-	26.0	26.0	-

Lindenwold Board of Education
District Report of Transported Resident Students
As of October 14, 2016

EXHIBIT B
Pg. 1 of 1

TRANSPORTED REGULAR STUDENTS

	Reported	Verified	Difference
Students - Grade PK	14.0	14.0	-
Regular Public	335.0	325.0	(10.0)
Vocational School Students	77.0	77.0	-
Regular Charter	0.0	0.0	-
AIL Charter	50.0	46.0	(4.0)
Transported Non-Public	57.0	57.0	-
Aid in Lieu of Transportation	81.0	81.0	-
Regular Special Education	45.0	57.0	12.0
Charter Special Education	0.0	0.0	-
Private School Disabled	0.0	0.0	-
Total Students	659.0	657.0	(2.0)
Total Mileage	3,124.9	3,185.7	60.8
Average Mileage	4.7	4.8	0.1

TRANSPORTED SPECIAL NEEDS STUDENTS

	Reported	Verified	Difference
Special Needs Public Schools	125.0	113.0	(12.0)
Special Needs Charter Schools	0.0	0.0	-
Special Needs Private Schools for the Disabled	22.0	22.0	-
Total Students Special Needs	147.0	135.0	(12.0)
Total Mileage	593.9	576.1	(17.8)
Out of District No Sp. Needs	9.0	9.0	-
Out Of District Charter No Sp. Needs	0.0	0.0	-
Out Of Dist. Private Schools No Sp. Needs	7.0	7.0	-
Total Students No Sp. Needs	16.0	16.0	-
Total Mileage	159.8	159.8	-
Total Special Education Students	163.0	151.0	(12.0)
Total All Special Ed Mileage	753.7	735.9	(17.8)
Average Mileage	4.6	4.9	0.2

State of New Jersey
Department of Education
Office of Fiscal Accountability and Compliance

PROCEDURES FOR LEA/AGENCY RESPONSE
CORRECTIVE ACTION PLAN AND APPEAL PROCESS

Board of Education Response:

Pursuant to N.J.A.C. 6A:23A-5.6, the following actions shall occur:

- (a) Any school district or county vocational school district that has been subject to an audit or investigation by the Department of Education, Office of Fiscal Accountability and Compliance (OFAC) shall discuss the findings of the audit or investigation at a public meeting of the district board of education no later than 30 days after receipt of the findings.
- (b) Within 30 days of the public meeting required in (a) above, the district board of education shall adopt a resolution certifying that the findings were discussed in a public board meeting and approving a corrective action plan to address the issues raised in the findings. The resolution shall be submitted to the OFAC within 10 days of adoption by the board of education.
- (c) The findings of the OFAC audit or investigation and the board of education's corrective action plan shall be posted on the district's web site, if one exists.

If the board of education disputes any of the findings of the audit or investigation, it may file a written appeal with the OFAC of any disputed finding(s) within 10 days of adoption of the resolution. Seeking an appeal of the findings does not preclude adherence to the provisions of (a), (b), and (c) listed above.

Corrective Action Plan:

The corrective action plan is to be used when the LEA/Agency is in agreement with any of the findings. To contest a finding, the appeal process must be used. After the appeal is settled, a corrective action plan must be filed for any finding upheld during the appeal process.

The corrective action plan must be prepared by completing the attached form. The LEA/Agency must submit the following information:

- Recommendation number
- Corrective action (approved by the board)
- Method of implementation
- Person responsible for implementation
- Completion date of implementation

If the corrective action plan is acceptable, a letter will be sent to the LEA/Agency indicating that it has been accepted.

If the corrective action plan is not acceptable, a letter will be sent to the LEA/Agency indicating whether further clarification is required or further action is necessary.

Appeal Process:

The appeal process is used to contest disputed findings.

Within 10 days of the board's adoption of the resolution approving an appeal of the findings of the audit or investigation, a written request by the LEA/Agency to review the disputed finding(s), recommendation(s), or questioned costs must be submitted to the OFAC Director. The Request for Appeal must indicate the finding(s) in question.

The Request for Appeal must be in writing and the LEA/Agency must present any supporting documentation for the appeal. Subsequent to the submission of the Request for Appeal, the OFAC Director will issue a written decision.

If the final determination made by the Director, is still unsatisfactory to the LEA/Agency, the LEA/Agency may file a Petition of Appeal pursuant to N.J.A.C. 6A:3-1.3.