

COUNTY OF SAN BERNARDINO

Corrective Action Plan
(Of departments relating to Single Audit findings)

Year ended June 30, 2012

COUNTY OF SAN BERNARDINO, CALIFORNIA

Corrective Action Plan

Year ended June 30, 2012

Finding 2012-01

Program: SNAP Cluster

CFDA No.: 10.561

Federal Agency: U. S. Department of Agriculture

Passed-Through: State of California

Award Year: FY 2011-12

Compliance Requirement: Special Tests and Provisions – ADP System for SNAP

Department's Response

We Concur.

Corrective Action Plan

The County's Operation and Reference Handbook is available on line for EWs and other staff. A reminder flyer was published by Program Development Division (PDD) containing references/reminders to existing policy material and procedures in the Handbook, Chapter Q "Imaging", as well as Forms and Procedures Guide for the SAWS1. This flyer emphasizes the requirement to image all documents and perform the required Quality Assurance process to ensure documents imaged have in fact been captured, including SAWS1. This flyer was sent out to all staff at the end of February 2013. We have focused on this deficiency and educated our staff to decrease the likelihood of this finding reoccurring.

In addition to the flyer, on the Job Training (OJT) provides key imaging concepts and is being provided to all EWs. Case files are being reviewed by Supervisors and re-reviewed by the Program Integrity Division (PID).

Name of Responsible Person: Steven Couchot, Regional Manager

Name of Department Contact: Mari Anton, Accountant III

Projected Implementation Date: Implemented

COUNTY OF SAN BERNARDINO, CALIFORNIA

Corrective Action Plan

Year ended June 30, 2012

Finding 2012-02

Program: Equitable Sharing

CFDA No.: 16.922

Federal Agency: Department of Justice

Passed-Through: N/A

Award Year: N/A

Compliance Requirement: Special Test and Provisions

Department's Response

We Concur.

Corrective Action Plan

Effective immediately, our procedure has been updated to include verification of the recipient agency's eligibility to receive sharing by accessing the DOJ website Equitable Sharing Program Agency Compliance List. In addition, a copy of the screen shot for compliance confirmation will be retained each time a transfer occurs.

Name of Responsible Person: Carolyn Bondoc, Sheriff's Finance Manager

Name of Department Contact: Vicki Dela Cruz, Supervising Accountant

Projected Implementation Date: Immediately

COUNTY OF SAN BERNARDINO, CALIFORNIA

Corrective Action Plan

Year ended June 30, 2012

Finding 2012-03

Program: ARRA - Energy Efficiency
CFDA No.: 81.128
Federal Agency: Department of Energy
Passed-through: N/A
Award Year: 2011-2012
Compliance Requirement: Reporting

Department's Response

We Concur.

Corrective Action Plan

The Real Estate Services (RES) Department – Facilities Management (FM) Division implemented revised procedures to reinforce its internal controls to ensure correct reporting based on Finding 2011-09. RES's administrative supervisor reviews and approves federal reports before reports are submitted. The review and approval process include timelines and review of supporting documents traceable to accounting records. The review and approval documents also form part of the supporting documentation for reporting.

Except for a single instance in the first quarter where the approval document was not found, all subsequent quarter reports were found to have no deficiencies. This single instance of deficiency was the due to organizational changes at the management level, which caused a temporary lapse in procedure, at the time the corrective action plan was being implemented.

Name of Responsible Person:
Facilities Management

Steven Pamintuan, Staff Analyst II

Name of Department Contact:
Facilities Management

Steven Pamintuan, Staff Analyst II

Project Implementation Date:

Immediately