

COUNTY OF SAN BERNARDINO

Corrective Action Plan

(Of departments relating to Single Audit findings)

Year ended June 30, 2014

Compiled by

Auditor-Controller/Treasurer/Tax Collector
Internal Audits Section

COUNTY OF SAN BERNARDINO, CALIFORNIA

Corrective Action Plan

Year ended June 30, 2014

FINDING 2014-001

Program: Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

CFDA No.: 10.557

Federal Grantor: U.S. Department of Agriculture

Passed-through: California Department of Public Health

Award No.: 11-10489

Award Year: FY 2013-2014

Compliance Requirement: Eligibility

Department's Response:

We concur.

Views of Responsible Officials and Corrective Action:

The Department of Public Health WIC Program has strengthened its procedures to reinforce its internal controls with regards to the packing, transferring of custody, storage, and inventory of eligibility documentation. As of April 6, 2015, the WIC Program will require a formalized review of the packing of all charts and labeling of all the chart boxes to ensure that the contents of chart boxes are complete and accurately identified on their outside surface. An inventory control form will be used to verify and record all contents. This form will also record chain of custody by requiring sign-offs from WIC staff, upon relinquishing boxes to the warehouse staff, and from warehouse staff, upon receiving these from the WIC staff. Every six months, WIC Supervisory staff will cross reference forms with the inventory system to ensure all boxes have been accounted for. The current policy and procedure for proper record storage will be updated and training will be provided to all site supervisors on new procedures by April 2, 2015.

Name of Responsible Person: Heather Wellons-Blum, Program Manager

Name of Department Contact: Daniel Perez, Division Chief

Implementation Date: April 6, 2015

COUNTY OF SAN BERNARDINO, CALIFORNIA

Corrective Action Plan

Year ended June 30, 2014

FINDING 2014-002

Program: Equitable Sharing

CFDA No.: 16.922

Federal Agency: Department of Justice

Passed-Through: N/A

Award Year: FY 2013-2014

Compliance Requirement: Procurement Suspension and Debarment

Department's Response:

We concur.

Corrective Action Plan: The Sheriff's Department has updated its Federal Asset Forfeiture Procedure to state: Assigned staff must verify that "covered transactions" are not debarred or suspended from receiving federal funds. A screen print of the sam.gov website will be attached to all procurement documents as they are being processed.

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

Name of Department Contact: Jeanette Sanchez, Accountant III

Projected Implementation Date: Immediately