

CORRECTIVE ACTION PLAN  
SAN JOAQUIN VALLEY COLLEGE  
OPE ID# 02120700  
EIN: 942589126  
DUNS: 083845776

Audit Firm: Almich & Associates  
Audit Period: 1-1-16 to 12-31-16

**FINDING NO. 16-1**

Statement of Condition

An award disbursement was made to one student who was not eligible at the time of the disbursement.

Comments on Findings and Recommendations

The institution concurs with the finding.

Action Taken or Planned

The student had completed the required amount of units to pay second disbursement however, the student went on a leave of absence and did not return. The student was ineligible for the disbursement due to not entering the new payment period. We have reviewed our procedures for approving disbursements and believe that this was an isolated incident. We will continue to monitor our process for approving disbursements in order to assure future compliance.

**FINDING NO. 16-2**

Statement of Condition

Certain students were under awarded in Federal Pell Grant funds.

Comments on Findings and Recommendations

The Institution concurs with the finding.

Action Taken or Planned

Both students in this finding were a result of an EFC change due to verification. Each occurrence was the result of an individual processor packaging Pell using the original ISIR EFC instead of the reprocessed ISIR EFC. We have reviewed our verification processing steps with staff to ensure the correct ISIR document is used to award Pell. We will continue to monitor verification processing for compliance.

### **FINDING NO. 16-3**

#### **Statement of Condition**

Subsequent disbursements of Title IV funds proceeds were made prior to completion of the previous payment period for one student.

#### **Comments on Findings and Recommendations**

The institution concurs with the finding.

#### **Action Taken or Planned**

The finding was a result of a scheduling error that was not corrected prior to disbursement. The processor reviewing and approving the Title IV funding failed to notice that the campus scheduled the full Pell award in one payment. The institution believes that this is an isolated incident. Additional training has been provide regarding proper scheduling for funding.

### **FINDING NO. 16-4 (Repeat Finding)**

#### **Statement of Condition**

Conflicting information was not resolved prior to the disbursement of funds in the file of one student selected for verification.

#### **Comments on Findings and Recommendations**

The institution concurs with the finding

#### **Action Taken or Planned**

During the verification process IRS Data Retrieval and household size were not verified accurately which resulted in conflicting information. Student's household members and answer to question on ISIR indicating if the student had dependents other than child or spouse were not consistent. Student had indicated on the verification worksheet that they had used IRS Data Retrieval however; on the ISIR the student had not transferred the data from the IRS. Processor did not confirm that the student had actually used IRS Data Retrieval and assumed by verification worksheet that tax transcript was not needed. Additional training has been given for reviewing an ISIR and identifying conflicting information with verification worksheets and reported information on the ISIR. The institution will continue to monitor verification processing to assure future compliance.

### **FINDING NO. 16-5**

## Statement of Condition

A Return to Title IV funds calculation was not completed correctly when a student withdrew from an instructional program.

## Comments on Findings and Recommendations

The institution concurs with the finding

## Action Taken or Planned

Students 16/17 Federal Pell Grant was incorrectly included on the amount that could have been disbursed on the R2T4. The student had provided verification documents but the student ID for the statement of identity was not a legible copy. This made the Pell ineligible to include in the R2T4 as funds that could have been disbursed, since not all required docs were in file at the time of withdrawal. We have modified our procedures to ensure that all copies of student ID's are legible before we complete verification.

## **STATUS OF CORRECTIVE ACTIONS ON PRIOR FINDINGS**

### **FINDING NO. 15-1**

A Federal Direct Subsidized Loan award was made in excess of the student's need for one student.

### **Action Taken**

Corrective action completed as reported in original corrective action plan.

### **Finding No. 15-2 (Repeat Finding)**

One student's file contained conflicting information with regard to the student's eligibility.

### **Action Taken**

Corrective action completed as reported in original corrective action plan. See current Finding No. 16-4 for additional actions taken by the institution.

### **Finding No. 15-3**

Federal Direct Loan Program (FDLP) exit counseling was not performed in a timely manner for certain students.

### **Action Taken**

Corrective action completed as reported in original corrective action plan.

**Finding No. 15-4**

The Institution did not report crime statistics as documented in its crime log for its additional location in Chula Vista, California to the U. S. Department of Education during the year ended December 31, 2015.

**Action Taken**

Corrective action plan completed as reported in original action plan.

San Joaquin Valley College,

  
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Michael Perry, CEO

6-20-17  
Date

  
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Kevin Robinson, Vice- President of Student Financial Services

6/20/17  
Date

Corrective Action Plan Prepared by Kevin Robinson  
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