CHARTER TECH HS (02910)-08007410 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Professional Standards		1206	04/14/2019	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 05/01/2019 09:54 AM	CAP Removed			
	Flagged Lorena Paredes 03/14/2019 10:51 AM				
On-Site Assessment Tool	Certification and Benefit Issuance		128	04/14/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 05/01/2019 09:52 AM	CAP Accepted			
	CAP Submitted JILL CARSON 04/29/2019 09:23 AM	All applications with more than one frequency will be annualized, first by the determining official and again by the verifying official. This process was started March 12, 2019.			
	CAP Rejected Lorena Paredes 04/17/2019 11:12 AM	Only applications with more than one frequency must be annualized. In some of the reviewed applications with multiple frequencies, income was reported as monthly rather than annual. *Please do not annualize income if only one frequency is reported as stated in your previous corrective action.* Please revise CA and include the date.			
	CAP Submitted JILL CARSON 04/16/2019 04:03 PM	All applications will be annualized, first by the determining official and again by the verifying official, even if there is only one frequency of income. This process was put into place on March 12, 2019.			
	CAP Rejected Lorena Paredes 04/12/2019 03:23 PM	Please indicate date of correction.			
	CAP Submitted JILL CARSON 04/09/2019 10:20 AM	The SFA has ensured that the determining officials have been instructed in the process of calculating annualized income. All applications listing different income frequencies will be flagged and verified separately to ensure accuracy. This process will be effective immediately.			
	Flagged Lorena Paredes 03/14/2019 05:34 PM	A number of the applications reviewed were not annualized. Instead, the different frequencies were reported monthly. If two or more income frequencies are reported on the application, income must be **annualized** by the determining official, using the following formulas: Weekly x 52 Every 2 weeks x 26 Twice a month x 24 Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		208	04/14/2019	CAP Accepted

Corrective Action History	CAP Accepted Lorena Paredes 04/17/2019 11:16 AM	CAP Accepted
	CAP Submitted JILL CARSON 04/15/2019 02:49 PM	A review took place on March 11, 2019 with Joanne Zappas, Determining Official and Erin Brown, Confirming Official. Documentation exists on file of that review, including the agenda of that review.
	CAP Rejected Lorena Paredes 04/12/2019 03:30 PM	Please indicate date of correction.
	CAP Submitted JILL CARSON 04/09/2019 10:16 AM	The confirmation of documentation was not performed on this student. We will ensure that all applications are confirmed in the future and the date will be recorded on the application. This procedure will be effective immediately.
	Flagged Lorena Paredes 03/14/2019 11:46 AM	After reviewing the determination of the applications selected for verification, the Confirming Official must record on the application the date of the confirmation review. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		211	04/14/2019	CAP Accepted

Corrective Action History	CAP Accepted Lorena Paredes 04/17/2019 11:16 AM	CAP Accepted
	CAP Submitted JILL CARSON 04/15/2019 02:51 PM	Effective March 11, 2019 our verification letter was revised to reflect required information as indicated on the state template. We will be using the revised letter moving forward.
	CAP Rejected Lorena Paredes 04/12/2019 03:26 PM	Please indicate date of correction.
	CAP Submitted JILL CARSON 04/09/2019 10:17 AM	The proper letters were not sent out as we were not aware of the process. We will send all appropriate letters in the future now that we have been informed. All letters will be based on the templates available through the State of NJ, specifically Form 236.
	Flagged Lorena Paredes 03/14/2019 11:52 AM	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		209	04/14/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lorena Paredes 04/17/2019 11:15 AM	CAP Accepted			
	CAP Submitted JILL CARSON 04/15/2019 03:02 PM	Applications were properly selected using the sample size option of error prone status. Due to the transfer of one of the students selected, a replacement application was not identified and verified. Immediately, going forward, we understand our option to randomly select a replacement application to meet our sample size requirements. One application was initially verified incorrectly, based on the frequency of income. When the application was reviewed again on March 12, 2019, the revised income resulted in a change of eligibility. The parent was notified with a change of status letter on March 12, 2019, as mandated by the state. The student status was updated in Genesis on the same day.			
	CAP Rejected Lorena Paredes 04/12/2019 03:25 PM	Please indicate date of correction.			
	CAP Submitted JILL CARSON 04/09/2019 10:19 AM	Vice Principal, Erin Brown, will view the Verification webinar available in Snears, prior to the new school year. Ms. Brown and Ms. Zappas will work together in this process. This is effective immediately.			
	Flagged Lorena Paredes 03/14/2019 11:52 AM	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
Off-Site Assessment Tool	Verification		200	04/14/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lorena Paredes 04/17/2019 10:54 AM	CAP Accepted			
	CAP Submitted JILL CARSON 04/16/2019 04:03 PM	The correct number of samples was originally chosen, but one of the selected students withdrew from the school, prior to verification. We did not replace that student, which would have been appropriate. As of March 12, 2019 we are verifying the correct number of samples, and replacing any previously selected samples who may no longer be enrolled.			
	CAP Rejected Lorena Paredes 04/12/2019 03:21 PM	Please indicate date of correction.			
	CAP Submitted JILL CARSON 04/09/2019 10:15 AM	Four samples were originally chosen, but one selected student withdrew from the school prior to verification. We will immediately replace any sample that has withdrawn in the future with another verification sample. This procedure will be effective immediately.			
	Flagged Lorena Paredes 03/14/2019 05:28 PM	The SFA must verify the number of applications indicated in Part 1 of the Verification Collection Report in SNEARS. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.

The SFA must not verify more than or less than the sample size indicated in Part 1 of the Verification Collection Report. Because the SFA verified less than the required sample size, additional applications **must** be verified. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. | | | |
On-Site Assessment Tool	Certification and Benefit Issuance		126	04/14/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 04/12/2019 03:31 PM	CAP Accepted			
	CAP Submitted JILL CARSON 04/09/2019 10:21 AM	The SFA has corrected all incomplete and/or incorrectly determined applications, as indicated on the Eligibility Certification and Benefit Issuance Worksheet. The dates of corrections have been indicated.			
	Flagged Lorena Paredes 03/14/2019 11:55 AM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all application errors.			
On-Site Assessment Tool	Verification		207	04/14/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lorena Paredes 04/12/2019 03:24 PM	CAP Accepted			
	CAP Submitted JILL CARSON 04/09/2019 10:20 AM	SFA staff will be more careful in the verification process and will confirm by signature that the exact number of applications equal to the sample size have been verified. This will be effective immediately.			
	Flagged Lorena Paredes 03/14/2019 11:54 AM	SFA verified three applications but was required to verify four. The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..			
On-Site Assessment Tool	Professional Standards		1215	04/14/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 03/22/2019 09:19 AM	CAP Accepted			
	CAP Submitted JONATHAN SYLVESTER 03/20/2019 11:30 AM	The program manage will undergo additional weekly personal safety and food safety training's, as well as view SNA webinars to complete their required hours. I conducted extra personal safety training's on 3/19 to start getting ahead of the curve.			
	Flagged Lorena Paredes 03/14/2019 10:58 AM	School Nutrition Program managers are required to complete at least 10 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/. Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool	Professional Standards		1214	04/14/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 03/22/2019 09:18 AM	CAP Accepted			
	CAP Submitted JONATHAN SYLVESTER 03/20/2019 11:36 AM	I will be taking the serve safe class (waiting on the date for the next class) as well as additional weekly personal and food safety classes. That should get me well past my required hours of training for the year.			
	Flagged Lorena Paredes 03/14/2019 10:59 AM	School Nutrition Program directors are required to complete at least 12 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/. Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.			
Off-Site Assessment Tool	Professional Standards		1205	04/14/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Lorena Paredes 03/22/2019 09:17 AM	CAP Accepted			
	CAP Submitted JONATHAN SYLVESTER 03/20/2019 11:50 AM	The program manage will undergo additional weekly personal safety and food safety training's, as well as view SNA webinars such as creative recipes using USDA foods, food allergy management in schools, and innovative menu planning to complete their required hours. I conducted extra personal safety training's on 3/19 to start getting ahead of the curve. To ensure this will not reoccur in the future, we will be holding more weekly safety training's instead of monthly. We started implementing these new training's on 3/19/19.			
	Flagged Lorena Paredes 03/14/2019 11:14 AM	Food service program managers must have at least 10 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: http://professionalstandards.nal.usda.gov **The SFA must develop a plan to meet the annual training requirements by the end of the school year.** Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.			
Off-Site Assessment Tool	Professional Standards		1204	04/14/2019	CAP Accepted
Corrective Action History	CAP Accepted Lorena Paredes 03/22/2019 09:17 AM	CAP Accepted			
	CAP Submitted JONATHAN SYLVESTER 03/20/2019 11:52 AM	As stated in question 1214, the FSD will be going to the next available serve safe class as well as increased weekly training's with the staff. They have been implemented on 3/19/19. To ensure this will not happen in the future, we will focus on holding the safety training's weekly instead of monthly.			
	Flagged Lorena Paredes 03/14/2019 11:34 AM	Food service directors must complete at least 12 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: http://professionalstandards.nal.usda.gov Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool	Professional Standards		1216	04/14/2019	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 03/14/2019 05:21 PM	CAP Removed			
	Flagged Lorena Paredes 03/13/2019 07:56 AM	Full time School Nutrition Program staff are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/. Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.			

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Section	Form subsection	Site Name		Question #	Due Date	Status
Off-Site Assessment Tool	Professional Standards			1203	04/14/2019	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 03/14/2019 11:55 AM	CAP Removed				
	Flagged Lorena Paredes 03/14/2019 10:55 AM	Removed from Corrective Action because Food Safety training certification was valid at time of hire.				
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	Chartertech High School		1406	04/14/2019	CAP Removed
Corrective Action History	CAP Removed Lorena Paredes 03/14/2019 11:43 AM	CAP Removed				
	Flagged Lorena Paredes 03/04/2019 12:35 PM	Food safety inspection report was not posted in a publicly visible location. SFA must post current report where it is visible to the public. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				