

JERSEY CITY COMM CHARTER-08006910 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Certification and Benefit Issuance		121	06/17/2019	CAP Removed
Corrective Action History	CAP Removed Katie Hunter 06/21/2019 09:27 AM	CAP Removed			
	Flagged Katie Hunter 05/17/2019 08:49 AM				
Afterschool Snack Program	Afterschool Snack Program	M.E.T.S CHARTER SCHOOL-Jersey City		06/17/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 06/21/2019 08:49 AM	CAP Accepted			
	CAP Submitted GIL BERRIOS 06/03/2019 11:19 AM	Will perform monitoring of the ASSP within the first four weeks of start date moving forward.			
	Flagged Katie Hunter 05/17/2019 10:43 AM	The program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
Group 4: CA Count (28)				06/17/2019	CAP Accepted
	Section	Form subsection	Site	Question #	
	Off-Site Assessment Tool	Certification and Benefit Issuance		102	
	Off-Site Assessment Tool	Certification and Benefit Issuance		103	
	Off-Site Assessment Tool	Certification and Benefit Issuance		106	
	Off-Site Assessment Tool	Certification and Benefit Issuance		107	
	Off-Site Assessment Tool	Certification and Benefit Issuance		108	
	Off-Site Assessment Tool	Certification and Benefit Issuance		104	
	Off-Site Assessment Tool	Certification and Benefit Issuance		116	
	Off-Site Assessment Tool	Certification and Benefit Issuance		117	
	Off-Site Assessment Tool	Certification and Benefit Issuance		118	
	Off-Site Assessment Tool	Certification and Benefit Issuance		119	

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Off-Site Assessment Tool	Certification and Benefit Issuance		120
Off-Site Assessment Tool	Certification and Benefit Issuance		110
Off-Site Assessment Tool	Certification and Benefit Issuance		111
Off-Site Assessment Tool	Certification and Benefit Issuance		112
Off-Site Assessment Tool	Certification and Benefit Issuance		113
Off-Site Assessment Tool	Certification and Benefit Issuance		114
Off-Site Assessment Tool	Certification and Benefit Issuance		115
Off-Site Assessment Tool	Verification		201
Off-Site Assessment Tool	Verification		202
Off-Site Assessment Tool	Verification		203
Off-Site Assessment Tool	Civil Rights		800
Off-Site Assessment Tool	Civil Rights		806
Off-Site Assessment Tool	SFA/Sponsor On-Site Monitoring		900
Off-Site Assessment Tool	Local School Wellness		1003
Off-Site Assessment Tool	Local School Wellness		1004
Off-Site Assessment Tool	Local School Wellness		1005
Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach		1601
Off-Site Assessment Tool	Community Eligibility Provision		2110
CAP Accepted Katie Hunter 06/21/2019 10:02 AM		CAP Accepted	
CAP Submitted GIL BERRIOS 06/07/2019 12:07 PM		Please see attached for group 4 responses.	
Flagged Katie Hunter 05/17/2019 10:44 AM		Q #1003 must be completed.	

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SFAs must permit stakeholders (parents, students, representatives of the school district, physical education teachers, school health professionals, the school board, school administrators, and the general public) to participate in reviewing and updating the Local School Wellness Policy. 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.

Q #1004 must be completed.

SFAs must make potential stakeholders (parents, students, representatives of the school district, physical education teachers, school health professionals, the school board, school administrators, and the general public) aware of their ability to participate in the development, implementation, review and update of the local school wellness policy. Examples of notifying the public include sending a district-wide email, posting information on the school web site or posting flyers in various locations. 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.

Q #103 must be completed.

A student's free or reduced price eligibility from the prior academic school year must be carried over into the current school year for up to 30 operating days beginning on the first operating day of school or until a new eligibility determination is made in the current school year, whichever comes first. It is strongly suggested that a SFA representative view the Certification & Benefit Issuance Determining Officials webinar, which can be located in the Training Tab in SNEARS, in order to fully understand the free and reduced price application process. 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.

Q #104 must be completed.

All electronic application approval records must be maintained for a period of three (3) years after the submission of the final claim for reimbursement for the fiscal year. A system must be developed to maintain program records for the required time frame. The SFA must have a backup system to retrieve documents in the electronic-based application approval system to assure eligible students always have access to free and reduced meals. All applications must include an adult household signature.

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.

Q #106 must be completed.

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Only person(s) directly connected with the administration or enforcement of the Child Nutrition Program may have access to students' eligibility information, without parental consent. It is strongly suggested that a SFA representative watch the Certification & Benefit Issuance Determining Officials webinar, which can be found in SNEARS in the Training Tab, for further guidance. 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.

Q #107 must be completed.

The SFA must notify households of the students' eligibility for free or reduced price meals. It is strongly suggested that a SFA representative watch the Certification & Benefit Issuance Determining Officials webinar, which can be located in SNEARS under the Training Tab, for further guidance. The SFA must provide written notification to each household of the denied benefits. The notification must advise the household of the reason for denial, the right to appeal, and the ability to reapply for benefits at any time during the school year. 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.

Q #110 must be completed.

Households of directly certified students must be notified, in writing, of their eligibility for free meals. The notification must also inform them that no further application for meal benefits is required, that they should notify the SFA if there are additional students in the household not listed on the notification and that they have the option to decline benefits. The State Agency direct certification letter is recommended. An SFA developed letter can be used as long as it contains all the required information indicated above. 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.

Q #111 must be completed.

If one student in a household is receiving SNAP or TANF benefits, free meal eligibility must be extended to all students in the household. 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.

Q #112 must be completed.

The benefit issuance system must identify how eligibility was determined (e.g., through an application, direct certification and/or migrant/homeless/runaway/foster with a letter, etc.) The State Agency Master Eligibility List (#128) is recommended because it includes

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all required information. 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.

Q #113 must be completed.

Only persons directly connected with the administration or enforcement of the School Nutrition Program may have access to student eligibility information. It is strongly suggested that a SFA representative review the Certification & Benefit Issuance Determining Officials webinar, which can be located in SNEARS in the Training Tab, in order to fully understand the free and priced price application process. 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.

Q #118 must be completed.

The SFA must update student eligibility status when there are changes in eligibility made after the initial approval process (due to verification results, transfers, reported change in household income, etc.). Changes in eligibility which result in increased benefit levels must be made as soon as possible, but no longer than 3 operating days of the date the SFA makes the final decision on a students eligibility status. Changes in eligibility which result in decreased benefit levels must be made as soon as possible, but no later than 10 operating days of the date the SFA makes the final decision on the students' eligibility status. 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.

Q #119 must be completed.

The SFA must update student eligibility status when there are changes in eligibility made after the initial approval process (due to verification results, transfers, reported change in household income, etc.). If any change is made, the determining official must update the benefit issuance document with the new eligibility and date of change. 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.

Q #202 must be completed.

The confirming official must be an individual who did not make the original eligibility determination on the applications. Each application selected for verification must have a confirmation review to ensure the initial determination was correct prior to notifying households. 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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					<p>Q #203 must be completed.</p> <p>The SFA did not conduct the verification process according to regulations. The verifying official should watch the How to Conduct the Verification Process webinar, which can be located in SNEARS under the Training Tab, to better understand the process. 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.</p> <p>Q #800 must be completed.</p> <p>The SFA must use the most current non-discrimination statement on all program materials made available to the public. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below: http://www.fns.usda.gov/fns-nondiscrimination-statement. Explain, in detail, how the correct non discrimination statement will be incorporated in program materials and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p> <p>Q #806 must be completed.</p> <p>Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. 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.</p> <p>Q #1005 must be completed. No recent assessment provided during on site review. Q #102 must be completed. Q #108 must be completed. The hearing official can not be a person involved with the application approval or the verification process. Explain, in detail, how the finding will be corrected and the measures take to ensure that it will not reoccur in the future. Indicate the date of implementation. Q #114 must be completed. Q #115 must be completed. Q #116 must be completed. Q #117 must be completed. Q #120 must be completed. Q #1601 must be completed; applicable to all SFA's. Q #201 must be completed. Q #2110 must be completed.</p>
Group 3: CA Count (12)				06/17/2019	CAP Accepted

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	Section	Form subsection	Site	Question #	
	On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	M.E.T.S CHARTER SCHOOL-Jersey City	321	
	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	M.E.T.S CHARTER SCHOOL-Jersey City	401	
	On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	M.E.T.S CHARTER SCHOOL-Jersey City	901	
	On-Site Assessment Tool - Site	Smart Snacks in School	M.E.T.S CHARTER SCHOOL-Jersey City	1105	
	On-Site Assessment Tool - Site	Smart Snacks in School	M.E.T.S CHARTER SCHOOL-Jersey City	1104	
	On-Site Assessment Tool - Site	Water	M.E.T.S CHARTER SCHOOL-Jersey City	1300	
	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	M.E.T.S CHARTER SCHOOL-Jersey City	1404	
	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	M.E.T.S CHARTER SCHOOL-Jersey City	1405	
	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	M.E.T.S CHARTER SCHOOL-Jersey City	1407	
	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	M.E.T.S CHARTER SCHOOL-Jersey City	1408	
	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	M.E.T.S CHARTER SCHOOL-Jersey City	1409	
	CAP Accepted Katie Hunter 06/21/2019 09:26 AM	CAP Accepted			
	CAP Submitted GIL BERRIOS 06/07/2019 12:07 PM	Please see attached document for responses to group 3 corrective action.			
	Flagged Katie Hunter 05/17/2019 10:44 AM	<p>Vended meals; non compliant with Buy American - cucumbers from Mexico.</p> <p>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.</p> <p>All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is available under Resources in SNEARS.</p>			

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If mixed grades are together in one school, all beverages sold a la carte must meet the requirements for the youngest age/grades. For example, if a middle school and high school are in the same building, and all students have access to all venues in the school, the beverage items available for sale must meet the middle school standards. 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.

All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) must be used. Accountability reviews must be conducted by an SFA employee.

The SFA must request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability 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.

Lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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. Fiscal action will be taken. An over claim may be assessed.

Observations on the day of review indicated storage violations. 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.

Potable water must be available for students at lunch. 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.

SFA did not have a copy of the written food safety plan available on day of review.

Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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.

SFA did not have a food safety plan implemented. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles.

SFA has a written food safety plan, but was not available at each school food preparation site and/or documented standard operating procedures (SOPs) were either not developed or were not site specific. 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.

SFA did not have both food safety inspections for the current school year.

SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected, list date of implementation.

SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service site. 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.

Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA

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	<p>does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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.</p> <p>Vending Machines in operation during meal service and do not include Smart Snack compliant food or beverages. Describe in the corrective action how this will be corrected, list date of implementation.</p>		
Group 2: CA Count (12)			06/17/2019 CAP Accepted
	Section	Form subsection	Site
	On-Site Assessment Tool	Certification and Benefit Issuance	126
	On-Site Assessment Tool	Verification	207
	On-Site Assessment Tool	Verification	208
	On-Site Assessment Tool	Verification	211
	On-Site Assessment Tool	Verification	212
	On-Site Assessment Tool	Verification	213
	On-Site Assessment Tool	Verification	215
	On-Site Assessment Tool	Civil Rights	810
	On-Site Assessment Tool	Professional Standards	1217
	On-Site Assessment Tool	Food Safety, Storage and Buy American	1400
	On-Site Assessment Tool	Food Safety, Storage and Buy American	1401
	On-Site Assessment Tool	Food Safety, Storage and Buy American	1403
	CAP Accepted Katie Hunter 06/21/2019 08:59 AM	CAP Accepted	
	CAP Submitted GIL BERRIOS 06/07/2019 12:07 PM	Please see attached document for responses to group 2 corrective action.	
	Flagged Katie Hunter 05/17/2019 10:44 AM	Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document	

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training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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..

Exemption documentation was not available for foods that did not meet the Buy American provision. 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.

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.

The Confirming Official must record on the Verification Tracker 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.

The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: <http://www.fns.usda.gov/fns-nondiscrimination-statement>. 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..Describe in the CAP how this will be corrected.

The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application Letter" (Form 244) by the November 15th deadline. 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 ensure that all food (commercial or USDA) is stored properly in any contracted or self operated warehouses or other facilities. 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 have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. 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's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Letter to Notify Household of Audit Results" (Form 255). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.

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.

When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice We Must Check Your Application" (Form 21). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the

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					future. Indicate the date of implementation.	
Group 1: CA Count (2)					06/17/2019	CAP Accepted
	Section	Form subsection	Site	Question #		
	Dietary Specification Assessment Tool (Off Site Review)	Dietary Specification Assessment Tool (Off Site Review)	M.E.T.S CHARTER SCHOOL-Jersey City	23		
	Dietary Specification Assessment Tool (Off Site Review)	Dietary Specification Assessment Tool (Off Site Review)	M.E.T.S CHARTER SCHOOL-Jersey City	24		
Corrective Action History	CAP Accepted Katie Hunter 06/21/2019 08:50 AM		CAP Accepted			
	CAP Submitted GIL BERRIOS 06/03/2019 11:21 AM		Question #23 Student are offered margarine on the serving line only.			
	Flagged Katie Hunter 05/17/2019 10:43 AM		Q #23 must be completed in all sections. Q #24 must be completed in all sections.			