

# Administrative Review Report

College Achieve Central Charter School – 080-06101 – Union County

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>		
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged Janice Vecchione 04/19/2017 01:51 PM</p>	<p>As indicated on the off site assessment form carry-over of eligibility from the previous school year was October 1. A student's eligibility from the previous school year carries over for up to the 30 operating days into the new school year, or until a new eligibility determination is made whichever comes first. The 30 operating days begins on the first operating day of school.</p> <p>An assessment of the Local Wellness Policy must be conducted. After the assessment is completed post it on the district's website and make available to any other interested parties.</p> <p>Develop standard operating procedures of how to inform stakeholders of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy</p>
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	126	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged Janice Vecchione 04/19/2017 01:51 PM</p>	<p>Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Master eligibility list errors and point of sale errors must also be corrected. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all application and benefit issuance errors.</p>
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	137	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged Janice Vecchione 04/19/2017 01:51 PM</p>	<p>Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. Ensure that the name and eligibility of all students eligible for free and reduced price benefits are in the point of sale system. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA. 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>
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	138	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	

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<b>Corrective Action History</b>	Flagged Janice Vecchione 04/19/2017 01:52 PM	The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	140	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 04/19/2017 01:52 PM	After conducting each direct certification match in SNEARS, the SFA must update benefit issuance documents, as applicable, to ensure eligible students receive benefits. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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..
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	208	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 04/19/2017 01:52 PM	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.
	Flagged Janice Vecchione 04/03/2017 01:35 PM	CAP Removed
	Flagged Janice Vecchione 03/31/2017 10:37 AM	CAP Removed
	Flagged Janice Vecchione 03/29/2017 11:29 AM	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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	209	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 04/19/2017 01:53 PM	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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	214	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	

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<b>Corrective Action History</b>	Flagged Janice Vecchione 04/19/2017 01:53 PM	The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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. Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the 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..
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1216	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 04/19/2017 01:53 PM	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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . 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. Complete training hours and record on the Teamworks tab in SOARS.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1217	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 04/19/2017 01:53 PM	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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . 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. Complete the Teamworks module in SOARS.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1218	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 04/19/2017 01:54 PM	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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . 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. All food service employees must complete the required number of hours of training. After training is completed, complete the Team works training module in SOARS.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1219	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	

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<b>Corrective Action History</b>	Flagged Janice Vecchione 04/19/2017 01:54 PM	Documentation of training hours completed by all employees must be kept. The SOARS Team Work tracker must be used to document training hours. The tool contains all required fields for documenting compliance with professional standard training requirements. 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 completion of the SOARS Team Work module.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1220	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 04/19/2017 01:54 PM	All employees, including newly hired employees, must meet annual training requirements. 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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . 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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1400	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 04/19/2017 01:54 PM	An incomplete HACCP Plan was available. Each SOP must be signed and dated indicating the review and implementation date for each SOP. After review and implementation sign and date each applicable SOP.
<b>Site Name</b>	College Achieve Central Charter School - Westervel	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	325	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 04/19/2017 01:55 PM	Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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. Breakfast counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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 problem identified is non systemic however the software should be purchased to allow for edit check worksheet to be generated for each school by the POS.
<b>Site Name</b>	College Achieve Central Charter School - Westervel	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	403	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 04/19/2017 01:55 PM	Appropriate milk substitutions were not available for students with documentation on file with a milk allergy.
<b>Site Name</b>	College Achieve Central Charter School - Westervel	
<b>Form Name</b>	On-Site Assessment Tool - Site	

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<b>Question #</b>	410	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged Janice Vecchione 04/20/2017 01:35 PM</p>	<p>Breakfast, production records must document both daily/weekly minimum quantities for each component are offered. Other supporting documentation (including USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, recipes, to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. Vendor provided PFS which were non-compliant with USDA PFS form for grains for the following products -Banana muffin , Zac bar-strawberry and dipper doodle bar. Five portions of chicken BBQ were weighed. The portion size varied from 1 ounce to 2 ounces. Although the minimum daily portion for the meat/meat alternate is 1 ounce daily greater care should be taken by the vendor to ensure that all meals contain the same portion. Explain 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>
<b>Site Name</b>	College Achieve Central Charter School - Westervel	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	1403	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged Janice Vecchione 04/19/2017 01:55 PM</p>	<p>SFA did have a copy of the written food safety plan available on day of review. The plan was incomplete because the implementation and review date for each SOP was not completed. Schools participating in the school lunch and breakfast programs must complete and 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.</p>
	<p>Flagged Janice Vecchione 03/31/2017 10:59 AM</p>	<p>Each applicable SOP must be signed and dated to indicate implementation and review date</p>
<b>Site Name</b>	College Achieve Central Charter School - Westervel	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	1404	
<b>Due Date</b>	05/21/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged Janice Vecchione 04/19/2017 01:55 PM</p>	<p>CAP Removed</p>
	<p>Flagged Janice Vecchione 04/03/2017 12:26 PM</p>	<p>CAP Removed</p>
	<p>Flagged Janice Vecchione 03/31/2017 11:02 AM</p>	<p>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.</p> <p>SFA did not have both food safety inspections for 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.</p>
<b>Site Name</b>	College Achieve Central Charter School - Westervel	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	1406	
<b>Due Date</b>	05/21/2017	

# Administrative Review Report

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<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Amy Martin 04/20/2017 01:00 PM	On the day of the review, the fresh pears were not washed prior to consumption. The pears were still wrapped in tissue paper with the labels on and were served from the box. 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.