

Compass Academy Charter School-08006089 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Afterschool Snack Program	Afterschool Snack Program	Compass Academy Charter School		06/10/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/10/2019 12:22 PM	CAP Accepted			
	CAP Submitted MARGARET CONVEY 06/03/2019 01:51 PM	Corrected on May 13, 2019 and procedure started May 14,2019			
	CAP Rejected Lea Berry 06/03/2019 01:30 PM	We need the date that this was corrected and that this procedure started.			
	CAP Submitted MARGARET CONVEY 05/15/2019 10:00 AM	We are having two people double check each day to make sure the correct amount of afterschool snacks are properly recorded.			
	Flagged Lea Berry 05/08/2019 01:24 PM				
On-Site Assessment Tool	Verification		212	06/10/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/10/2019 12:22 PM	CAP Accepted			
	CAP Submitted MARGARET CONVEY 06/10/2019 10:46 AM	Yes they have been changed on 6/7/2019			
	CAP Rejected Lea Berry 05/31/2019 12:47 PM	Did you change them to a paid students?			
	CAP Submitted MARGARET CONVEY 05/22/2019 09:56 AM	We have contacted the household and mother refused since she makes enough money.			
	Flagged Lea Berry 05/08/2019 01:56 PM	<p>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).</p> <p>Application 209 did not get the second attempt letter.</p> <p>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.</p>			
On-Site Assessment Tool - Site	Afterschool Snack Program	Compass Academy Charter School	1700	06/10/2019	CAP Accepted

Compass Academy Charter School-08006089 - Corrective Action Report

Corrective Action History	CAP Accepted Lea Berry 06/10/2019 12:21 PM	CAP Accepted			
	CAP Submitted MARGARET CONVEY 06/03/2019 01:48 PM	Corrected date is May 15, 2019.			
	CAP Rejected Lea Berry 06/03/2019 01:26 PM	I need a date that this was corrected.			
	CAP Submitted MARGARET CONVEY 05/15/2019 10:04 AM	We are double checking them to make sure proper amount of snacks that were taken are recorded.			
	Flagged Lea Berry 05/08/2019 01:46 PM	<p>As discussed at the exit conference, violations were found for the After School Snack Program.</p> <p>The number on the daily snack count is not what is always being recorded on the production record and the production record count is what is used for the Snack reimbursement count. It is an under claim of 45 snacks for the month.</p> <p>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.</p>			
On-Site Assessment Tool - Site	Dietary Specifications and Nutrient Analysis	Compass Academy Charter School	603	06/10/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/03/2019 01:24 PM	CAP Accepted			
	CAP Submitted MARGARET CONVEY 05/15/2019 01:01 PM	<p>Will be ordering only light or reduced fat dressings.</p> <p>Will not serve regular.</p>			
	Flagged Lea Berry 05/08/2019 01:48 PM	<p>Technical assistance was provided for not having light or reduced fat salad dressing. Dressing should be light or reduced fat. Please describe how this will be corrected and date of correction.</p>			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	Compass Academy Charter School	409	06/10/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/03/2019 10:58 AM	CAP Accepted			
	CAP Submitted MARGARET CONVEY 05/15/2019 01:03 PM	Yes this was an error on my part. Will be careful with production sheets.			
	Flagged Lea Berry 05/08/2019 01:53 PM	<p>At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods</p>			

Compass Academy Charter School-08006089 - Corrective Action Report

		Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.			
		On 3/20 for breakfast only 77 fruits and 72 donuts were listed on the production record, however 81 breakfasts were claimed. I do believe that this is a production record error. Not everything was completed on the production record.			
		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		1218	06/10/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/03/2019 10:56 AM	CAP Accepted			
	CAP Submitted MARGARET CONVEY 05/15/2019 01:08 PM	My new hire was a former Director and when she came here she left all information behind with previous employer. She has already finished a couple of webinars and has 6 credits so far.			
	Flagged Lea Berry 05/08/2019 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: http://professionalstandards.nal.usda.gov/ . 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	School Breakfast and Summer Food Service Program Outreach		1601	06/10/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/03/2019 10:52 AM	CAP Accepted			
	CAP Submitted MARGARET CONVEY 05/15/2019 01:11 PM	We do have a brochure that is sent home before the end of the school year to each student about summer feedings.			
	Flagged Lea Berry 05/08/2019 01:48 PM	SFA must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's web site: http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf . 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	Civil Rights		810	06/10/2019	CAP Accepted

Compass Academy Charter School-08006089 - Corrective Action Report

Corrective Action History	CAP Accepted Lea Berry 06/03/2019 10:51 AM		CAP Accepted		
	CAP Submitted MARGARET CONVEY 05/16/2019 01:16 PM		Discarded all forms that are not USDA compliant. We will be using all forms from the USDA website.		
	Flagged Lea Berry 05/08/2019 01:55 PM		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.		
On-Site Assessment Tool	Professional Standards		1216	06/10/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/03/2019 10:45 AM		CAP Accepted		
	CAP Submitted MARGARET CONVEY 05/16/2019 01:20 PM		<p>Completed Civil Rights Training</p> <p>Menu Planning</p> <p>Offer vs Serve</p> <p>Planned Financial Training</p>		
	Flagged Lea Berry 05/08/2019 01:55 PM		All training must be completed yearly, documented for all employees, and kept on file for four years. Training was not documented for Melissa Blount. Please describe the training completed to reach the required eight hours by the end of the school year. List in the CA the training completed and/or planned to make sure all training is completed.		
Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach		1600	06/10/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 06/03/2019 10:38 AM		CAP Accepted		
	CAP Submitted MARGARET CONVEY 05/16/2019 01:25 PM		<p>Menus are sent out in August, then they are sent monthly to all students households.</p> <p>Also they are on the school website.</p>		
	Flagged Lea Berry 05/08/2019 01:47 PM		SFAs must inform households of the availability of the School Breakfast Program at the beginning or the school year and send reminders about the program throughout the school year. Information can be included on printed material or menus that are distributed to households or can be posted on the SFA's web 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.		
On-Site Assessment Tool	Verification		209	06/10/2019	CAP Accepted

Compass Academy Charter School-08006089 - Corrective Action Report

Corrective Action History	CAP Accepted Lea Berry 05/31/2019 12:59 PM		CAP Accepted		
	CAP Submitted MARGARET CONVEY 05/21/2019 06:08 AM		Contacted parent on 5/20/2019. Her household income was increased so she did not bother to contact us until now. She said she is not eligible for free or reduced meals. She said there is no need for her to fill out another application.		
	Flagged Lea Berry 05/08/2019 01:56 PM		<p>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.</p> <p>Application 209 was selected for verification, however the process was not completed. The household did not respond to the first notice, nor did they receive a second notice from the Food Service Office. The household must receive the second notice letter. If the parents ignore the second notice deadline then they must be changed to paid status. They must be given the results letter that explains the date they will have to start paying full price for lunches.</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>		
On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	06/10/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 05/31/2019 12:57 PM		CAP Accepted		
	CAP Submitted MARGARET CONVEY 05/22/2019 09:53 AM		I am working on the HACCP plan and adjusting it to fit our kitchen and have signed off on the operating procedures.		
	Flagged Lea Berry 05/08/2019 01:54 PM		A copy of the written HACCP food safety plan was available, however it was not signed off on by employees. 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 - Site	Food Safety, Storage and Buy American	Compass Academy Charter School	1405	06/10/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 05/31/2019 12:55 PM		CAP Accepted		
	CAP Submitted MARGARET CONVEY 05/22/2019 09:49 AM		<p>Inspector from Vineland came out and checked dishmachine temperature and was up to standard.</p> <p>Another inspection will be done within 2-3 weeks and I will send the results.</p>		
	Flagged Lea Berry 05/08/2019 01:47 PM		SFA had a Conditional Inspection on 4/29/19 for the dishwasher not coming to the proper temperature. Describe in the corrective action how this will be corrected and when a Satisfactory Inspection is given.		
On-Site Assessment Tool	Certification and Benefit Issuance		126	06/10/2019	CAP Accepted

Compass Academy Charter School-08006089 - Corrective Action Report

Corrective Action History	CAP Accepted Lea Berry 05/31/2019 12:39 PM	CAP Accepted			
	CAP Submitted MARGARET CONVEY 05/22/2019 10:05 AM	██████████		corrected May 13, 2019	
		██████████		corrected May 14, 2019	
		██████████		corrected May 15, 2019	
		██████████████████		corrected May 15, 2019	
		██████████		corrected May 15, 2019	
		██████████		corrected May 15, 2019	
	Flagged Lea Berry 05/08/2019 01:48 PM	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		208	06/10/2019	CAP Accepted
Corrective Action History	CAP Accepted Lea Berry 05/31/2019 12:25 PM	CAP Accepted			
	CAP Submitted MARGARET CONVEY 05/30/2019 09:28 AM	Check the applications that are not verified. Go through and make sure they are verified on the correct date.			
		Going forward make sure confirmation date and verification date is implemented.			
	Flagged Lea Berry 05/08/2019 01:54 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.			