

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	LEAD Charter School	321	04/08/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 10/17/2019 02:03 PM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 06/20/2019 04:56 PM	Part of improving low meal counts will be achieved by tracking of meals, encouraging student participation, and strategically closing the campus for a set time during the lunch period before students are allowed to leave. To improve tracking of meals, a digital point of sale system will be implemented that identifies students regardless of time and location by ID. The system will be implemented by 7/1/2019.			
	CAP Rejected Dianne Kennedy 05/20/2019 10:37 AM	Follow Up 4/30/2019: Did not have meal counts for the follow up review. The system of counting meals, must be completed daily. 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.			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:01 PM	I am not sure what to do with this question. I cannot click on the radio buttons within window about.  The meal count submitted via the ECW sheets is consistent with previous months.			
	Flagged Dianne Kennedy 03/08/2019 06:15 PM	State agency counts by category were not obtained due to the incorrect POS procedures (as mentioned in question 318). The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch and breakfast is an ongoing systemic problem. The system of counting meals, must be corrected. 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period	LEAD Charter School	409	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 10/17/2019 02:03 PM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 06/20/2019 04:44 PM	A new food service vendor that specializes and sound track-record in preparing meals for public schools that participate in the national breakfast, lunch, and snack program will be procured to ensure proper documentation of standardized recipes, food labels, CN Labels, and manufacturer product formulation statements. This will be completed on or before 6/30/2019. Once the new vendor is procured, appointed staff will be assigned to review these records to ensure quality and retention.			
	CAP Rejected Dianne Kennedy 05/20/2019 10:39 AM	Follow up 4/30/19: Supporting documentation (production records, menus etc.) were provided on 5/7. Production Records for the months of February and March illustrated inconsistency with the menu and USDA menu worksheet, as well as, vegetable subgroups and grain components not meeting daily and weekly requirement for grade group 9-12. This is a systemic issue. 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.			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 09:58 PM	The meals served during the review match the meals calendar and the recipes provided by the food service company.			
	Flagged Dianne Kennedy 03/08/2019 06:16 PM	Standardized recipes, food labels, CN Labels, and manufacturer product formulation statements were not provided during the day of review. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern. 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	Meal Counting and Claiming - Day of Review	LEAD Charter School	320	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 10/17/2019 02:01 PM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 06/20/2019 04:58 PM	A digital system will be implemented to determine reimbursable, free, reduced and/or paid meals at the point of sale. The systems will identify student using unique method of identification, generate qualified meal reports, and generate edit check worksheets. This system will be in place by 6/30/2019. The system is currently in the implementation phase.			
	CAP Rejected Dianne Kennedy 05/20/2019 10:26 AM	Follow up 4/30/19: Meal counts were provided however, POS counts were not accurate as stated previously. The POS cannot be accurate due to the incorrect POS during the review period and was not corrected. 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 overclaim may be assessed.			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:06 PM	All meals counts are combined in one edit check worksheet.			
	Flagged Dianne Kennedy 03/08/2019 06:15 PM	State agency counts by category were not obtained due to the incorrect POS procedures (as mentioned in question 318). The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch and breakfast is an ongoing systemic problem. The system of counting meals, must be corrected. 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.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period	LEAD Charter School	325	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 10/17/2019 02:01 PM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 06/20/2019 05:03 PM	A digital system will be implemented to determine reimbursable, free, reduced and/or paid meals at the point of sale. The system will identify students using unique methods of identification, generate qualified meal reports, and generate edit check worksheets. This system will be in place by 6/30/2019. The system is currently in the implementation phase.			
	CAP Rejected Dianne Kennedy 05/20/2019 10:24 AM	Follow up 4/30/19: On the day of follow up review, food service staff were about to take the point of service count before the meal had been obtained by students. The state agency reviewer observed this finding and provided immediate technical assistance. 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.			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:11 PM	The school will employ a computerized food service systems to more accurately record students at the point of sale and reduce errors. A quote has been obtained via Food Service Solutions.			
	Flagged Dianne Kennedy 03/08/2019 06:14 PM	State agency counts by category for breakfast and lunch can not be obtained due to the incorrect POS procedures of meal counting prior to receiving a meal and not verifying that each meal is reimbursable. The state agency has determined that the inaccurate method of counting, combining, and recording of meals for breakfast and lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. 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.			
On-Site Assessment Tool - Site	Meal Counting and Claiming - Day of Review	LEAD Charter School	318	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 10/17/2019 02:01 PM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 06/20/2019 04:40 PM	A digital system will be implemented to determine reimbursable, free, reduced and/or paid meals at the point of sale, and place after students have reviewed and selected a reimbursable meal. A staff member who is trained to review qualified meals will be positioned at the lunch line to review the meal distribution process and that students take a reimbursable meal. This will be implemented by 9/27/2019.			
	CAP Rejected Dianne Kennedy 05/20/2019 10:23 AM	Follow up 4/30/19: On the day of follow up review, food service staff were about to take the point of service count before the meal had been obtained by students. The state agency reviewer observed this finding and provided immediate technical assistance. 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.			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:15 PM	The school will employ a computerized food service systems to record reimbursable meals at the point of sale. A quote was received. This systems will be implemented by May 1, 2019.			
	Flagged Dianne Kennedy 03/08/2019 06:14 PM	Students were observed signing in on a paper indicating that reimbursable meals were received prior to physically taking the meal. Additionally, there was no staff to verify the meals were reimbursable. An accurate count of reimbursable meals served, by eligibility category, must be taken <b>at the point of service not before taking a meal</b> for lunch and breakfast. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. 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	Reporting and Recordkeeping		1500	04/08/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:37 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 09:58 PM	All reports have been submitted to the state agency as requested.			
	Flagged Dianne Kennedy 03/08/2019 06:16 PM	SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report, monthly reimbursement claim, coded roster, production records, CN labels, recipes, etc .) 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.			
Afterschool Snack Program	Afterschool Snack Program	LEAD Charter School		04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:21 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:21 PM	<p>To ensure that production records are in compliance and available the following steps will be taken by May 15, 2019:</p> <ol style="list-style-type: none"> <li>1) the school will request that updated production records are provided by the SFA vendor</li> <li>2) the food service worker will be re-trained on receiving and reviewing production records on a daily-basis</li> <li>3) productions records will be reviewed and filed by second personnel and stored in a binder outside of the kitchen to ensure accuracy and retention</li> </ol>			
	Flagged Dianne Kennedy 03/08/2019 06:13 PM	<p>Production records were missing for review month and day of review. Production records must be completed daily and maintained for a minimum of three years. 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.</p> <p>Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. 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.</p> <p>As discussed at the exit conference, the on-site monitoring review form was missing. The program must be monitored within the first 4 weeks of operation each year. 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>			
Afterschool Snack Program	Afterschool Snack Program	LEAD Charter School		04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Dianne Kennedy 05/20/2019 10:21 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:27 PM	<p>A schedule will be created, with staff monitoring, to ensure that students who received a snack sign their name on a coded roster or scan in using a digital POS system. A scheduled personnel will ensure the sign-in sheet or digital system is setup along with snack 10-15 minutes prior to the distribution of snack in the Cafeteria.</p> <p>The student sign-in roster or digital system will be reviewed each day for accuracy. The sign in sheet will be retained by an additional personnel who will double-review the student counts to ensure accuracy.</p> <p>This schedule and system will be in place by May 15, 2019.</p>			
	Flagged Dianne Kennedy 03/08/2019 06:13 PM	<p>Day of review: 3 students were observed taking snacks without a POS system in place. Snack counts must be properly counted and claimed. 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> <p>Snack counts by category for the review period must be reasonable when compared to snack counts for the day of review. The snacks taken as observed on the day of review cannot reflect the counts on edit check since there was no POS. 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	Afterschool Snack Program	LEAD Charter School	1700	04/08/2019	CAP Accepted
Corrective Action History	CAP Accepted Dianne Kennedy 05/20/2019 10:20 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:30 PM	<p>The school will request that the SFA vendor provide all production records for Snack with a back-date March 1, 2019. The production records will be reviewed for accuracy and stored outside of the kitchen by an additional personnel to ensure retention. This will be in place by April, 2019.</p>			
	Flagged Dianne Kennedy 03/08/2019 06:12 PM	<p>Production records were not provided for after school snack. National School Lunch Program regulations 7 CFR 210.10 (3) require that, "<i>Schools or school food authorities, as applicable, must keep production and menu records for the meals they produce. These records must show how the meals offered contribute to the required food components and food quantities for each age/grade group every day... Production and menu records must be maintained in accordance with FNS guidance.</i>"</p> <p>As discussed at the exit conference, violations were found for the After School Snack Program and fiscal action will be taken. 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	Food Safety, Storage and Buy American	LEAD Charter School	1408	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:09 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:32 PM	A temperature log for the warmer will be created and maintained by an additional personnel. Temperature of the warmer will be checked and logged using this log by April, 2019. The log will be posted and retained onsite.			
	Flagged Dianne Kennedy 03/08/2019 06:12 PM	SFA did not have temperature logs for warming container. 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.			
On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	LEAD Charter School	901	04/08/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:09 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:36 PM	All on-site accountability review will be conducted prior to the due-date moving forward by scheduling each review using a calendar system each school year. The forms will be downloaded and made available for use onsite. In addition, a specific staff will be assigned to carry out the accountability review for each meal distribution.			
	Flagged Dianne Kennedy 03/08/2019 06:11 PM	On-Site accountability was conducted 2/13 for lunch with the assistance of state reviewer. All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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 accountability was conducted 2/14 for breakfast with the assistance of state reviewer. 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. 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	Offer vs Serve - Day of Review	LEAD Charter School	502	04/08/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:08 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:38 PM	By April, 2019 all food service staff will be trained on OVS. In addition, signs will be posted in the cafe and kitchen to inform students of OVS and reimbursable meals.			
	Flagged Dianne Kennedy 03/08/2019 06:11 PM	There was no signage of OVS. Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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	Offer vs Serve - Day of Review	LEAD Charter School	501	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Dianne Kennedy 05/20/2019 10:08 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:40 PM	By April, 2019, the food service staff will receive online training on OVS. The training will be provided via the Department of Agriculture.			
	Flagged Dianne Kennedy 03/08/2019 06:11 PM	There is no record of OVS training and food service staff confirmed that he did not receive OVS training. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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	Offer vs Serve - Day of Review	LEAD Charter School	500	04/08/2019	CAP Accepted
Corrective Action History	CAP Accepted Dianne Kennedy 05/20/2019 10:07 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:43 PM	<p>The food service and support staff will be trained on OVS for breakfast and lunch by April, 2019.</p> <p>Reminders and signs of OVS will be posted in the kitchen to ensure accuracy.</p> <p>The food service vendor will be informed to provide necessary meal items to ensure that students can be offer the necessary meals to satisfy OVS.</p> <p>This will be in place by April, 2019.</p>			
	Flagged Dianne Kennedy 03/08/2019 06:10 PM	Grade 9-12 requires OVS, however OVS was not being utilized during breakfast and lunch. At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or vegetable. At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. Strongly recommend OVS lunch and breakfast training. Students must select a minimum of 3 food items in the required portion size. 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	Meal Components and Quantities - Day of Review	LEAD Charter School	404	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:07 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:46 PM	<p>Applicable signage will be posted in the cafeteria to inform students of what constitutes are reimbursable meal for breakfast, lunch, and snack.</p> <p>Additional, signs will be posted by the meal line to promote water or other beverages as alternative to fluids milk.</p> <p>This will be in place by April, 2019.</p>			
	Flagged Dianne Kennedy 03/08/2019 06:10 PM	Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable lunch and breakfast. Posting only a menu does not meet this requirement. 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	Meal Components and Quantities - Day of Review	LEAD Charter School	403	04/08/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:07 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:49 PM	<p>The school will request that, each day, the SFA vendor provide flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk during breakfast and lunch to ensure compliance with this items.</p> <p>This will be implemented in April, 2019.</p>			
	Flagged Dianne Kennedy 03/08/2019 06:10 PM	A minimum of two varieties of fluid milk must be offered throughout the lunch and breakfast meal services on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. 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	Meal Components and Quantities - Day of Review	LEAD Charter School	402	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:07 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:55 PM	<p>The School will request that the SFA vendor reviews the current serving utensils being used and provide the correct serving utensils.</p> <p>The School will also have the SFA vendor review the meal pattern and portions size to ensure compliance with necessary requirement related to portion size and meal pattern.</p> <p>Training will also be provided to the food service worker to ensure accurate serving sizes for each meal.</p> <p>Reviews of serving size will be conducted by specific managers on site monthly,</p> <p>This systems will be in place by April, 2019.</p>			
	Flagged Dianne Kennedy 03/08/2019 06:09 PM	<p>Did not use appropriate utensil to measure components into trays. Portion sizes offered for each required lunch and breakfast component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. 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 - Site	Meal Components and Quantities - Day of Review	LEAD Charter School	401	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:07 AM				CAP Accepted
	CAP Submitted DOWAYNE DAVIS 04/07/2019 10:59 PM				<p>The food service staff will receive training on OVS. In addition, school will request that the SFA vendor provide the necessary meals to support OVS.</p> <p>Food trays will be pre-organized with items that are require for a qualified meals and flexible items will be made available for student to select.</p> <p>This will be in place by April, 2019.</p>
	Flagged Dianne Kennedy 03/08/2019 06:25 PM				<p>Student did not take a fruit and grain component. Student was observed taking meat/meat alternate and milk only. Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item 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 does not have offer versus serve, students must take all 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast. 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	Professional Standards		1219	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:06 AM				CAP Accepted
	CAP Submitted DOWAYNE DAVIS 04/07/2019 11:02 PM				All administrative, office, and program staff will be assigned a variety of position-specific training each year.  A link will be provided via a training tracker. Trainings will be tracked by an administrator to ensure training is completed and the required hours for each type of staff are met.  This will be completed by April, 2019.
	Flagged Dianne Kennedy 03/08/2019 06:17 PM				Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities 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 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		1217	04/08/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:06 AM				CAP Accepted
	CAP Submitted DOWAYNE DAVIS 04/07/2019 11:04 PM				A training log will be created by using SOARS Team Work Tracker as a model. This will be in place by April, 2019.
	Flagged Dianne Kennedy 03/08/2019 06:25 PM				There is no documentation of training. 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 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..
On-Site Assessment Tool	Professional Standards		1215	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

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<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:06 AM				CAP Accepted
	CAP Submitted DOWAYNE DAVIS 04/07/2019 11:05 PM				A training log will be created to document the Nutrition Manager training.
	Flagged Dianne Kennedy 03/08/2019 06:24 PM				There is no documentation of Nutrition Manager training. 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.
On-Site Assessment Tool	Verification		214	04/08/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:06 AM				CAP Accepted
	CAP Submitted DOWAYNE DAVIS 04/07/2019 11:07 PM				Key staff members will be trained of the verification process. A manager of the the verification process will be appointed to ensure that timely, accurate, and responsive verifications are completed.  This will be implemented by April, 2019.
	Flagged Dianne Kennedy 03/08/2019 06:24 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..
On-Site Assessment Tool	Verification		211	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:06 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 11:09 PM	A manager of the verification process will be appointed to ensure accuracy, notification to household, and retention.  The "We Must Check Your Application Letter" (Form 236) will be used.  This will be implemented by April, 2019.			
	Flagged Dianne Kennedy 03/08/2019 06:23 PM	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.			
On-Site Assessment Tool	Certification and Benefit Issuance		137	04/08/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:06 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 11:12 PM	Training will be provided to key staff to correctly conduct determination. A staff will be appointed to carry out determination. A POS system will be purchased, and implemented to accurately track meals statuses that are transferred from application to DC. The system will be reviewed by a manager on a monthly basis.  This will be implement by May, 2019.			
	Flagged Dianne Kennedy 03/08/2019 06:23 PM	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. 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.			
On-Site Assessment Tool	Certification and Benefit Issuance		128	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:05 AM				CAP Accepted
	CAP Submitted DOWAYNE DAVIS 04/07/2019 11:15 PM				Training will be provided to key staff to correctly conduct determination. A staff will be appointed to carry out determination and ensure that income is annualized when carrying out determination. The lunch application determinations will be reviewed by a manager who will also be trained using the trainings found on the department of agriculture's site.  This will be implement by April, 2019.
	Flagged Dianne Kennedy 03/08/2019 06:23 PM				SFA did not annualized income if two or more different frequencies were reported. 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.
On-Site Assessment Tool	Certification and Benefit Issuance		126	04/08/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:05 AM				CAP Accepted
	CAP Submitted DOWAYNE DAVIS 04/07/2019 11:18 PM				To correct the incomplete or inaccurate lunch applications, households will be called to provide necessary information. This information will be used to update and correct inaccurate and/or incomplete lunch application.  Key staff involved in the process will be training on lunch status determination.  All incomplete and/or inaccurate lunch applications where completed by April 8, 2019.
	Flagged Dianne Kennedy 03/08/2019 06:23 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.
Off-Site Assessment Tool	Certification and Benefit Issuance		111	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:04 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 11:21 PM	<p>Training will be provided to key staff to carry out determination.</p> <p>Throughout the year the lunch forms of household members will be reviewed to determine if any member is receiving SNAP or TANF benefits. This will ensure that benefits are transferred when needed.</p> <p>This will be implemented by April, 2019.</p>			
	Flagged Dianne Kennedy 03/08/2019 06:22 PM	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.			
Off-Site Assessment Tool	Certification and Benefit Issuance		105	04/08/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:04 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/07/2019 11:24 PM	<p>Key staff members will be trained of the determination process. A lead of the determination process will be appointed to ensure that timely, accurate, and responsive determinations are completed. Necessary forms will be download and retained onsite to inform households of lunch status following determination within 10 days.</p> <p>This will be implemented by April, 2019.</p>			
	Flagged Dianne Kennedy 03/08/2019 06:22 PM	Applications must be reviewed in a timely manner. The eligibility determination must be made, the household notified of their status, and the status implemented, within 10 operating days of the receipt of the application. It is strongly suggested that a SFA representative watch the Certification & Benefit Issuance Determining Officials webinar for further training, which can be found in SNEARS under the Training Tab.. 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		1213	04/08/2019	CAP Accepted

## LEAD Charter School-08006109 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	CAP Accepted Dianne Kennedy 05/20/2019 10:03 AM	CAP Accepted			
	CAP Submitted DOWAYNE DAVIS 04/08/2019 05:11 PM	The food service manager has updated his food service certification. Please see attached.			
	Flagged Dianne Kennedy 03/08/2019 06:15 PM	Did not produce a ServSafe Certificate during the review. The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at www.theicn.org or the SFA can choose their own online or in person training resource to obtain the required food safety training. 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 when the food safety training will be completed.			
Off-Site Assessment Tool	Meal Counting and Claiming		308		CAP Removed
<b>Corrective Action History</b>	CAP Removed Dianne Kennedy 05/06/2019 02:35 PM	CAP Removed			
	Flagged DOWAYNE DAVIS 04/05/2019 09:24 AM				
Off-Site Assessment Tool	Professional Standards		1206		CAP Removed
<b>Corrective Action History</b>	CAP Removed Dianne Kennedy 05/06/2019 02:35 PM	CAP Removed			
	Flagged DOWAYNE DAVIS 04/05/2019 03:30 PM				
On-Site Assessment Tool - Site	Smart Snacks in School	LEAD Charter School	1104		CAP Removed
<b>Corrective Action History</b>	CAP Removed Dianne Kennedy 03/08/2019 03:57 PM	CAP Removed			
	Flagged Dianne Kennedy 02/19/2019 03:31 PM	Reported had bake sale during school lunch that was not smart snack compliant.			
On-Site Assessment Tool - Site	Smart Snacks in School	LEAD Charter School	1106		CAP Removed
<b>Corrective Action History</b>	CAP Removed Dianne Kennedy 03/08/2019 03:57 PM	CAP Removed			
	Flagged Dianne Kennedy 02/19/2019 03:32 PM	Fundraiser exemptions are not allowed in New Jersey. Therefore, all foods sold as fundraisers that are intended for student consumption during the school day, must meet Smart Snack requirements. 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.			