

## NORTH STAR ACADEMY-08007320 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Afterschool Snack Program	Afterschool Snack Program	North Star Academy - Vailsburg Middle School		04/22/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 04/18/2019 12:25 PM	CAP Accepted			
	CAP Submitted JANESEA HERNAEZ 04/12/2019 11:10 AM	All production records reviewed during the Administrative Review were corrected immediately. All production records moving forward contains the portion sizes for the whole grain snacks. All documentation was updated on 3-15-19.			
	Flagged Katie Hunter 03/22/2019 12:50 PM	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.			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	North Star Academy - Lincoln Park High School	1405	04/22/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 04/18/2019 12:25 PM	CAP Accepted			
	CAP Submitted JANESEA HERNAEZ 04/12/2019 11:10 AM	All schools conducted a Fall health inspection and received a satisfactory completion which was included in the Administrative Review documents. Schools have been informed that they must wait 6 months before the 2nd inspection can be completed. However, prior to the end of the Administrative Review, our schools contacted the State requesting their second health inspection of the year. Documentation is attached.			
	Flagged Katie Hunter 03/22/2019 12:50 PM	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. 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.			
On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	North Star Academy - Lincoln Park High School	401	04/22/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 04/18/2019 12:24 PM	CAP Accepted			
	CAP Submitted JANESEA HERNAEZ 04/12/2019 11:11 AM	<p>SFA took immediate action to correct this observation during the audit. SFA will ensure that there are at least two staff members monitoring serving lines. All staff must be at their serving line prior to the start of the meal period.</p> <p>SFA administered an additional training for all staff on Friday, 4-5-19. A new duty schedule has come out for the lunch carts accounting for teachers that teach during 4th period- right before lunch. There is new lunch admin, typically a school leader that will be in the cafeteria 15 minutes prior to lunch- checking and holding teachers accountable for being in their lunch cart duty 5 minutes prior to the start of lunch.</p> <p>Based on historical observations, we will be running one line per computer instead of two on popular meal days that lead to high participation. This will allow our cart duty staff to keep a closer look on students coming down the line.</p> <p>Visual aids were created to outline the acceptable components for Offer vs. Serve which will be beneficial to both students and staff so all know what they must take in order to pin for a meal.</p>			
	Flagged Katie Hunter 03/22/2019 12:50 PM	<p>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 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>			
On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	North Star Academy - Central Ave Middle School	1405	04/22/2019	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History	CAP Accepted Katie Hunter 04/18/2019 12:23 PM				CAP Accepted
	CAP Submitted JANESEA HERNAEZ 04/12/2019 11:12 AM				All schools conducted a Fall health inspection and received a satisfactory completion which was included in the Administrative Review documents. Schools have been informed that they must wait 6 months before the 2nd inspection can be completed. However, prior to the end of the Administrative Review, our schools contacted the State requesting their second health inspection of the year. Documentation is attached.
	Flagged Katie Hunter 03/22/2019 12:50 PM				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. 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.
On-Site Assessment Tool	Food Safety, Storage and Buy American		1403	04/22/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 04/18/2019 12:22 PM				CAP Accepted
	CAP Submitted JANESEA HERNAEZ 04/12/2019 11:12 AM				Occasionally due to the fluctuation of cost on certain fruits at certain times of the year and in order to stay in line with the requirements of the bid there are times when fruit will be purchased from outside of the USA. In anticipation of those circumstances Buy American exemption/justification forms are on file for the fruits that are served as of 3/15/19. To prevent this from reoccurrence the SFA will request that the documentation is to be provided by the vendor on an annual basis before the start of the next school year. This will add an additional check for compliance so that both the SFA and vendor make sure the documents are on available and on file.
	Flagged Katie Hunter 03/22/2019 12:51 PM				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.

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	04/22/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 04/18/2019 12:22 PM	CAP Accepted			
	CAP Submitted JANESEA HERNAEZ 04/12/2019 11:13 AM	Whitsons has provided updated and signed documentation for all NSA campuses. All binders have been updated, distributed and signed by Operation teams to reflect this change effective 3-18-19.			
	Flagged Katie Hunter 03/22/2019 12:51 PM	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.			
On-Site Assessment Tool	Professional Standards		1215	04/22/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 04/18/2019 12:21 PM	CAP Accepted			
	CAP Submitted JANESEA HERNAEZ 04/12/2019 11:13 AM	SFA will incorporate the Civil Rights training presentation during our annual Child nutrition training that is administered every summer. This training will be administered by 7-31-19.			
	Flagged Katie Hunter 03/22/2019 12:51 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.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Professional Standards		1214	04/22/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 04/18/2019 12:21 PM	CAP Accepted			
	CAP Submitted JANESEA HERNAEZ 04/12/2019 11:13 AM	SFA will incorporate the Civil Rights training presentation during our annual Child nutrition training that is administered every summer. This training will be administered by 7-31-19.			
	Flagged Katie Hunter 03/22/2019 12:51 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.			
On-Site Assessment Tool	Civil Rights		810	04/22/2019	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Katie Hunter 04/18/2019 12:20 PM	CAP Accepted			
	CAP Submitted JANESEA HERNAEZ 04/12/2019 11:13 AM	Non-discrimination statement was updated to the most up to date version. All documentation was updated to reflect this change on 3-14-19.			
	Flagged Katie Hunter 03/22/2019 12:51 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: <a href="http://www.fns.usda.gov/fns-nondiscrimination-statement">http://www.fns.usda.gov/fns-nondiscrimination-statement</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.			

## NORTH STAR ACADEMY-08007320 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	Verification		213	04/22/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 04/18/2019 12:20 PM	CAP Accepted			
	CAP Submitted JANESEA HERNAEZ 04/12/2019 11:14 AM	Upon discussion with TA, it was indicated that Form244 was the correct form to distribute during the verification process to families of verification results. Form 244 was distributed to families on 11-2-18. Form 255 was then distributed to families on 3-15-19 after the CNP Administrative Review to notify households of audit results.			
	Flagged Katie Hunter 03/22/2019 12:51 PM	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.			
On-Site Assessment Tool	Certification and Benefit Issuance		126	04/22/2019	CAP Accepted
Corrective Action History	CAP Accepted Katie Hunter 04/18/2019 12:19 PM	CAP Accepted			
	CAP Submitted JANESEA HERNAEZ 04/12/2019 11:14 AM	All applications have been reviewed and re-entered into Pay Schools. All corrections were made on 3-14-19. Form 255 was distributed on 3-15-19 to all families where status changed.			
	Flagged Katie Hunter 03/22/2019 12:51 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	Meal Counting and Claiming		308	04/22/2019	CAP Removed
Corrective Action History	CAP Removed Katie Hunter 03/22/2019 12:48 PM	CAP Removed			
	Flagged JANESEA HERNAEZ 09/28/2018 03:03 PM				