

ACHIEVE COMMUNITY CHARTER SCHOOL-08006110 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring	Achieve Community Charter School	901	02/20/2020	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2020 10:08 AM	CAP Accepted			
	CAP Submitted Pablo Tavarez 02/25/2020 12:03 PM	The Food Service Director will be responsible for submitting compliance reports, including meeting the deadline for the On-Site Accountability Review. In addition, this summer a compliance timeline will be created for known quantities to be managed by the Chief Operating Officer.			
	Flagged Erlisa Levin 02/04/2020 12:45 PM	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. 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.			
Meal Counting and Claiming	Meal Counting and Claiming		308	02/20/2020	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2020 10:07 AM	CAP Accepted			
	CAP Submitted Pablo Tavarez 02/25/2020 12:04 PM	Achieve currently has two points of sale for elementary students. The first point of sale is in the kitchen. the second point of sale is served using a cart provided by Preferred Meals and allows for all components of a reimbursable meal to be served.			
	Flagged Erlisa Levin 02/04/2020 12:45 PM				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	Achieve Community Charter School	402	02/20/2020	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2020 10:07 AM	CAP Accepted			
	CAP Submitted Pablo Tavarez 02/25/2020 12:09 PM	The account manager for Preferred Meals was contacted and directed to implement quantities that comply with meal serving patterns. The company was given a turnaround of March to ensure the culinary team can make necessary changes to our fruits/vegetables.			
	Flagged Erlisa Levin 02/04/2020 12:46 PM	Portion sizes offered for each required lunch 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.			
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period	Achieve Community Charter School	410	02/20/2020	CAP Accepted

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Corrective Action History	CAP Accepted Erlisa Levin 03/11/2020 10:07 AM	CAP Accepted			
	CAP Submitted Pablo Tavarez 02/25/2020 12:11 PM	Preferred Meals is in the process of re-establishing portion quantities across grade-levels. Upon adjustment students will be receiving the required amounts both daily and weekly.			
	Flagged Erlisa Levin 02/04/2020 12:46 PM	At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Form web site for specific component and minimum quantity 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 implementation. At lunch, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. 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.			
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review	Achieve Community Charter School	403	02/20/2020	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2020 10:07 AM	CAP Accepted			
	CAP Submitted Pablo Tavarez 02/26/2020 09:39 AM	Feedback was provided to the Food Service Worker on the remote serving line. The Food service lead will inspect outgoing components to ensure compliance prior to serving meals.			
	Flagged Erlisa Levin 02/04/2020 12:46 PM	A minimum of two varieties of fluid milk must be offered throughout the lunch meal service 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.			
Certification and Benefit Issuance	Certification and Benefit Issuance		126	02/20/2020	CAP Accepted
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2020 10:06 AM	CAP Accepted			
	CAP Submitted Pablo Tavarez 03/05/2020 11:14 AM	Applications have been resent to families who had incomplete or incorrect information on their initial applications. These applications will be updated in PaySchools as well as archived in the Food Service FRPL application binder for Achieve.			
	Flagged Erlisa Levin 02/04/2020 12:45 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. The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.			
Group 3: CA Count (2)				02/20/2020	CAP Accepted

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Section	Form subsection	Site Name	Question #	Due Date	Status
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	Afterschool Snack Program	Afterschool Snack Program	Achieve Community Charter School	1700	
	Afterschool Snack Program	Afterschool Snack Program	Achieve Community Charter School		
Corrective Action History	CAP Accepted Erlisa Levin 03/02/2020 02:22 PM	CAP Accepted			
	CAP Submitted Pablo Tavarez 02/26/2020 09:45 AM	In November (2019) the responsibilities of managing after school snack participation [and compliance] was handed off to the director of aftercare. The hand-off included management of daily attendance rosters, consumption, and compliance, among other non food-service items. Additionally, all consumption will now be uploaded to our POS system after paper trackers to ensure data is consolidated.			
	Flagged Erlisa Levin 02/04/2020 12:45 PM	As discussed at the exit conference, violations were found for the After School Snack Program. 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. 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 2: CA Count (3)				02/20/2020	CAP Accepted
	Section	Form subsection	Site	Question #	
	Verification	Verification		208	
	Verification	Verification		211	
	Verification	Verification		215	
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2020 10:06 AM	CAP Accepted			
	CAP Submitted Pablo Tavarez 02/25/2020 11:41 AM	Achieve has brought on board a Food Service Director that currently manages another SFA as well to manage the Food Service Program. Achieve is also writing a new RFP to take effect on July 1, 2020 with sights on using a Food Service Management Company. This will allow the school to work with a larger team to meet deadlines and remain in compliance throughout the year.			
	Flagged Erlisa Levin 02/04/2020 12:45 PM	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'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.			

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Section	Form subsection	Site Name	Question #	Due Date	Status
Group 1: CA Count (3)				02/20/2020	CAP Accepted
	Section	Form subsection	Site	Question #	
	Professional Standards	Professional Standards		1203	
	Professional Standards	Professional Standards		1208	
	Professional Standards	Professional Standards		1217	
Corrective Action History	CAP Accepted Erlisa Levin 03/11/2020 10:06 AM		CAP Accepted		
	CAP Submitted Pablo Tavarez 02/25/2020 12:13 PM		Achieve Community Charter School was keeping records physically for all training conducted throughout the year in operations. The training has since been added to the Team Work tab. The food service team was made aware of this requirement during the Administrative Review but are now equipped to upload training as it occurs.		
	Flagged Erlisa Levin 02/04/2020 12:44 PM		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..		