

DISCOVERY CHARTER SCHOOL-08006320 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	DISCOVERY CHARTER SCHOOL-08006320	126	07/06/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Katie Hunter 06/21/2023 05:24 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Tracy Grier 06/16/2023 06:31 PM</p> <p>In order to simplify the processing of the lunch applications, we have decided that all applications would be submitted online unless express request from a family.</p> <p>We will provide in-school assistance for families to complete the application online.</p> <p>Incomplete and incorrect applications have been given back to families on May 23, so they can complete them. Details have been recorded in the Errors Tab.</p>				
Corrective Action History	<p>Flagged by Katie Hunter 06/06/2023 03:36 PM</p>				
	<p>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 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments.</p> <p>Note: 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.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	DISCOVERY CHARTER SCHOOL-08006320	209	07/06/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/23/2023 02:14 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tracy Grier 06/21/2023 05:59 PM				
	Corrective Action was implemented on May 19th after the review. All three people involved in the food program are scheduled are scheduled to retake the Verification webinar and consult the Eligibility Manual for School Meals.They will meet at the end of the verification process to make sure that all steps have bee completed properly.				
	Corrective Action Plan: Rejected by Katie Hunter 06/21/2023 05:25 PM				
Indicate the date of implementation.					
Corrective Action Plan: Submitted by Tracy Grier 06/16/2023 06:32 PM					
All three people involved in the food program will take or retake the Verification webinar and consult the Eligibility Manual for School Meals.					
They will meet at the end of the verification process to make sure that all steps have bee completed properly.					
Flagged by Katie Hunter 06/06/2023 03:37 PM					
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. 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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Verification	Verification (On-Site Assessment Tool) (207H)	DISCOVERY CHARTER SCHOOL-08006320	214	07/06/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/21/2023 05:26 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tracy Grier 06/16/2023 06:32 PM				
	The eligibility status of the one student mentioned in the audit (application 293) was updated and a letter was sent to the family on the day of the inspection (May 9,2023)				
	In the future the food program director will use the form 242 (Verification Tracker) to make sure we are following-up and communicating properly with families. Eligibility changes. The Food Program Director will retake the verification training.				
Corrective Action History	Flagged by Katie Hunter 06/06/2023 03:37 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..				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	DISCOVERY CHARTER SCHOOL-08006320	1400	07/06/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/21/2023 05:26 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tracy Grier 06/16/2023 06:34 PM				
	We have started creating our HAACP plan by customizing the form 373.				
	The updating of the HAACP will be completed by July 31.				
Corrective Action History	Flagged by Katie Hunter 06/06/2023 03:37 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.				
	A copy of the written HACCP food safety plan must be available at each school. 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	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	DISCOVERY CHARTER SCHOOL-3251	320	07/06/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/21/2023 05:23 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tracy Grier 06/14/2023 05:58 PM				
	We retrained teachers during weekly PD on May 19, 2023, based on the recommendations given to us during the review. In particular we emphasized the teachers need to stand close enough to the food carts so that they can actually see that students are taking all their lunch or breakfast items. We also emphasized that the check mark on our roster can not be written until after the student has taken all meal items.				
Flagged by Katie Hunter 06/06/2023 03:38 PM					
Daily breakfast and lunch meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. 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.					
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	DISCOVERY CHARTER SCHOOL-3251	901	07/06/2023	CAP Rejected
Corrective Action History	Corrective Action Plan: Rejected by Katie Hunter 06/21/2023 05:26 PM				
	Indicate the date of implementation.				
	Corrective Action Plan: Submitted by Tracy Grier 06/16/2023 06:34 PM				
	The school created a calendar entry to remember to conduct this on-Site review and to use the from #142 instead of our in-house spreadsheet.				
Flagged by Katie Hunter 06/06/2023 03:38 PM					
All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The NSLP and SBP On-Site 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.					
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.					

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Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	DISCOVERY CHARTER SCHOOL-3251	1405	07/06/2023	CAP Rejected
Corrective Action History	Corrective Action Plan: Rejected by Katie Hunter 06/21/2023 05:27 PM Indicate date of implementation. Attach copy of email request.				
	Corrective Action Plan: Submitted by Tracy Grier 06/14/2023 05:50 PM				
	We printed the two emails showing that the school requested twice to have a food safety inspection performed at the school. In the future we will automatically print the emails of our food safety inspection requests.				
	Flagged by Katie Hunter 06/06/2023 03:38 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. Indicate date of implementation.				

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged