

Technical Assistance Log

HOBOKEN CHARTER -08006720

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
05/24/2022	2597	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)					Lea Berry	<input checked="" type="checkbox"/>
How Provided	Phone			Comments	<p>Production record Issues - The milk box at the bottom should be the milk used. So if you have 2 breakfasts served you would see 2 milk listed. You can add a column in the beginning and label it milk sent.</p> <p>The portion size column for the following needs to be updated: Meatballs - 5 ea. Sandwich - 1 sand. Waffles- 2 each Muffin - 1 each Burrito - 1 each Bagel - 1 each Hot dog bun - 1 each</p> <p>The crediting information (ounce equivalent or cup) goes under the creditable meal component contribution section. Cream cheese does not credit as anything. It is not a meat/meat alternate. It is a condiment.</p>			

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	HOBOKEN CHARTER -08006720	314	07/06/2022	CAP Removed
Corrective Action History	Corrective Action Plan: Removed by Lea Berry 06/03/2022 11:58 AM				
	CAP Removed				
Corrective Action History	Flagged by Lea Berry 05/12/2022 01:07 PM				
SFA On-Site Monitoring	SFA/Sponsor On-Site Monitoring (Off-Site Assessment Tool) (900H)	HOBOKEN CHARTER -08006720	900	07/06/2022	CAP Removed
Corrective Action History	Corrective Action Plan: Removed by Lea Berry 06/03/2022 12:27 PM				
	CAP Removed				
	Flagged by Lea Berry 06/03/2022 08:37 AM				
	<p>All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast and lunch programs under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The Seamless Summer Option (SSO) Site Monitoring Form (410) must be used for the 2021-2022 school year.</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>				
Group 1: CA Count (2)		HOBOKEN CHARTER -08006720		07/06/2022	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 07/11/2022 08:12 AM CAP Accepted					
	Corrective Action Plan: Submitted by Steve Literati 07/05/2022 11:28 AM We will complete the training log and directives. The Food Service Manager and staff will complete the 12 hours of required training and the hours will be recorded in the log. The Serve Safe Certificate will be completed by the Food Service Director, and the training log will be updated once that training is completed. In addition, the Serve Safe Certificate will be submitted to the department when it has been completed.					
	Flagged by Lea Berry 06/03/2022 12:53 PM SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee name, school, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. Although SFAs did not have to track training this year due to the pandemic, training must still be conducted to the staff yearly and training must resume being tracked in the 22-23 school year. Food Service Managers must have 10 hours of professional standard hours, Food Service Directors must have 12 hours of professional standard hours yearly, and other staff needs to have 4 hours yearly. I did see the log that was uploaded. The Safe Serve Certificate was not uploaded. Serve Safe hours only count in the year that the training occurred. I can not tell if the FSD completed the mandatory 12 hours of training. Please upload the Serve Safe Certificate as part of corrective action.					
	Flagged by Lea Berry 06/03/2022 11:25 AM					
	Group 2: CA Count (4)		HOBOKEN CHARTER -08006720		07/06/2022	CAP Accepted
		Corrective Action Plan: Accepted by Lea Berry 07/11/2022 08:19 AM CAP Accepted				

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Corrective Action History	<p>Corrective Action Plan: Submitted by Steve Literati 07/05/2022 11:33 AM</p> <p>The Hoboken Charter School Board of Trustees reviewed and approved the School Wellness Policy, and it was uploaded under the parent resources section of the school's website. The web address is: https://drive.google.com/file/d/1gM8c17yK0F2WYvuyE6Ny6kE7j9htkgD2/view</p>
	<p>Flagged by Lea Berry 06/03/2022 12:18 PM</p> <p>A copy of the most recent assessment of the implementation of the local school wellness policy was not provided. The wellness policy must be assessed by the wellness committee, on a triennial basis or more recent depending on your local wellness policy.</p> <p>At the time of the off-site review a copy was asked for and it was not available.</p> <p>Provide the date the assessment was completed. In addition, upload a copy of the assessment to the documents tab.</p>
	<p>Flagged by Lea Berry 06/03/2022 12:18 PM</p> <p>SFAs must permit stakeholders (parents, students, representatives of the school district, physical education teachers, school health professionals, the school board, school administrators, and the general public) to participate in reviewing and updating the Local School Wellness Policy. 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>
	<p>Flagged by Lea Berry 06/03/2022 12:18 PM</p> <p>The Local School Wellness Policy must be reviewed and updated periodically. An example would be to update the policy at an annual stakeholders' meeting.</p> <p>At the time of the off-site review, this was not completed.</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>

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	<p>Flagged by Lea Berry 06/03/2022 12:18 PM</p> <p>The SFA must provide a copy of the current Local School Wellness Policy and/or web address where the current policy is posted.</p> <p>At the time of the off-site review a copy was asked for and it was not available.</p> <p>In addition, 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>				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Hoboken Charter High School-9403	325	07/06/2022	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Lea Berry 07/11/2022 08:18 AM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Steve Literati 07/05/2022 11:47 AM</p> <p>Corrected rosters have been attached. The statement ("Please check off your name if you are taking a breakfast item") has been removed from all current and subsequent rosters.</p> <p>Despite the appearance of the forms that were submitted for administrative review, a school administrator checks off the names of students who were served breakfast, and each student is served a full breakfast.</p>				
	<p>Flagged by Lea Berry 06/03/2022 12:14 PM</p> <p>Breakfast rosters must be corrected. The statement at the bottom of the breakfast roster, "Please Check Off Your Name If You Are Taking A Breakfast Item", must be removed. Students are not allowed to check off their own names. Also, students must take the entire breakfast since this is a serve only site. During our discussion it was stated that an Administrator takes the breakfast and lunch counts. The Administrator must have the DOA civil rights training and be trained on what a constitutes a reimbursable meal. No meals are being disallowed.</p> <p>Please upload a corrected breakfast roster and list the dates of training for the Administrator.</p>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Hoboken Charter High School-9403	410	07/06/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lea Berry 07/11/2022 08:11 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Steve Literati 07/05/2022 11:38 AM				
	<p>The School has asked our food service provider (Feeding Our Children) to correct this issue by adding another fruit or a second banana. The Food Service Director will monitor compliance with this request.</p> <p>Flagged by Lea Berry 06/03/2022 12:13 PM</p> <p>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's Form web site for specific component and minimum quantity requirements. 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.</p> <p>The banana used for lunch on 4/4 and breakfast on 4/6 and 4/8 did not meet 1 cup. It met 5/8 cup. I would suggest serving one banana and half cup of another fruit or 2 bananas to equal one cup for this age/grade group. This is an initial quantity issue and no fiscal is applied.</p> <p>Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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>				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	Hoboken Charter High School-9403	901	07/06/2022	CAP Removed
Corrective Action History	Corrective Action Plan: Removed by Lea Berry 06/03/2022 12:28 PM				
	CAP Removed				
Flagged by Lea Berry 06/03/2022 12:12 PM					
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	Hoboken Charter High School-9403	1405	07/06/2022	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Lea Berry 07/11/2022 08:12 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Steve Literati 07/05/2022 11:44 AM</p> <p>The School's email to the City of Hoboken Health Department came back with a response that health inspections were behind schedule due to the Covid pandemic.</p> <p>We were able to find the most recent health inspection certificate from 2018, and a copy of that certificate was uploaded.</p>				
	<p>Flagged by Lea Berry 06/03/2022 12:54 PM</p>				
	<p>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.</p> <p>SFA did not upload any health certificates. A letter was provided asking the board of health for an inspection. Please provide the date(s) of the most previous health inspection(s).</p>				

Report Selections

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