

# PRINCETON CHARTER SCHOOL-08007540 - Corrective Action Report

Section	Form subsection	Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance		126	04/08/2020	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Corinne Santos-Hernandez 03/23/2020 11:51 AM	CAP Accepted			
	CAP Submitted LINDSEY DONALDSON 03/12/2020 01:07 PM	Notation made on application #12 on 03/03/20  Student entry date - 09/03/19  Student exit date - 10/03/19			
	CAP Rejected Corinne Santos-Hernandez 03/12/2020 11:29 AM	Please provide a date of implementation.			
	CAP Submitted LINDSEY DONALDSON 03/10/2020 12:33 PM	The student who submitted application #12 left the school after a short period.  The SFA understands that in this instance only steps do not need to be made to update the application to record the SSN.  Future applications will be thoroughly checked by the determining officer to ensure that the omission / error does not recur.			
Flagged Corinne Santos-Hernandez 03/09/2020 01:31 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.  ** Application 12 is missing social security number.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period	PRINCETON CHARTER SCHOOL	325	04/08/2020	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Corinne Santos-Hernandez 03/12/2020 11:30 AM	CAP Accepted			
	CAP Submitted LINDSEY DONALDSON 03/10/2020 12:30 PM	<p>The teachers who monitor the Kindergarten lunch have been re-trained (3/4/20.)</p> <p>An additional lunch assistant has been assigned to the Kindergarten lunch to ensure that the lunch rosters accurately reflect meals served. (3/5/20)</p>			
	Flagged Corinne Santos-Hernandez 03/09/2020 01:32 PM	<p>Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. 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>It seems that all the errors found were from the Kindergarten class. The school uses rosters for meal counting and claiming. Teachers and assistants check off student's names. Over claim was a result because the Kindergarten class was not checked off. There were non-systemic issues that occurred during the review week. The kitchen manager does not supervise the kindergarten class because they eat in a separate dining area. The kindergarten teacher should be trained along with their assistants (in case they are absent) to complete the roster properly. This error was addressed a day prior to the on-site lunch observation. The following days have an over claim:</p> <p>January 13th - over claim of 9 (90 instead of 99)</p> <p>January 15th - over claim of 4 (104 instead of 108)</p> <p>January 16th - over claim of 1 (85 instead of 86)</p> <p>January 17th - over claim of 1 (119 instead of 120)</p>			
Certification and Benefit Issuance	Certification and Benefit Issuance		137	04/08/2020	CAP Accepted

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<b>Corrective Action History</b>	CAP Accepted Corinne Santos-Hernandez 03/12/2020 11:30 AM	CAP Accepted			
	CAP Submitted LINDSEY DONALDSON 03/10/2020 12:28 PM	<p>The determination of the student reflected in line 32 of the Master Eligibility List was correctly determined as "reduced."</p> <p>The data element referring to status for this student was omitted. This was corrected on the day of the review (#/3/20.) The student is identified in line 32, column Q as a "reduced" income student.</p>			
	Flagged Corinne Santos-Hernandez 03/09/2020 01:32 PM	<p>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.</p> <p>***Application 14 was determined properly but not transferred to the MEL properly. The student was not identified with a reduced benefit on the MEL.</p>			
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American	PRINCETON CHARTER SCHOOL	1405	04/08/2020	CAP Accepted
<b>Corrective Action History</b>	CAP Accepted Corinne Santos-Hernandez 03/12/2020 11:28 AM	CAP Accepted			
	CAP Submitted LINDSEY DONALDSON 03/10/2020 12:15 PM	The SFA will reach out to the relevant authority and will request a second food safety inspection. If a twice yearly food safety inspection is not possible, the FSA will request a letter from the relevant authority that explains that.			
	Flagged Corinne Santos-Hernandez 03/09/2020 01:31 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.			