

# PACE CHARTER-HAMILTON-08007500 - 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)	PACE CHARTER-HAMILTON-08007500	126	02/27/2023	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 02/08/2023 06:14 PM</p> <p>CAP Accepted</p> <hr/> <p>Corrective Action Plan: Submitted by Jill Bond 02/08/2023 03:58 PM</p> <p>On 1/24/2023 I contacted mom (Application #85) with the translation help of our Intermediate school secretary to let her know that her application was changed from Reduced to Free. I also sent the letter home in Spanish explaining these changes. The MEL was updated on 1/24/2023 as well with a note stating the change from the AR.</p> <p>On 1/24/2023 I contacted mom (Application #20) to let her know that her application was changed from Reduced to Denied. I also sent the letter home explaining these changes. The MEL was updated on 1/24/2023 as well with a note stating the change from the AR.</p> <p>Effective immediately, all new applications will checked and signed by the Determining official and a confirming official.</p> <p>We will also show the income conversions separately for each income note and add those incomes together to determine eligibility.</p> <hr/> <p>Corrective Action Plan: Rejected by Corinne Santos-Hernandez 02/08/2023 03:22 PM</p> <p>This is a friendly reminder to please not identify the students' names on the SFA-1 form and the when completing the SFA comments for the corrective action. The Corrective Action Report is posted on a public site and we do not want the student names to be released. The date of implementation should be included as part of the corrective action.</p> <p>Thank you, Corinne Santos-Hernandez, MHA Lead Reviewer</p> <hr/> <p>Corrective Action Plan: Submitted by Jill Bond 01/27/2023 03:53 PM</p> <p>On 1/24/2023 I contacted mom ( [REDACTED] - Application #85) with the translation help of [REDACTED], our Intermediate school secretary to let her know that her application was changed from Reduced to Free. I also sent the letter home in Spanish explaining these changes. The MEL was updated on 1/24/2023 as well with a note stating the change from the AR.</p> <p>On 1/24/2023 I contacted mom ( [REDACTED] - Application #20) to let her know that her application was changed from Reduced to Denied. I also sent the letter home explaining these changes. The MEL was updated on 1/24/2023 as well with a note stating the change from the AR.</p> <p>Effective immediately, all new applications will checked and signed by the Determining official and a confirming official.</p> <p>We will also show the income conversions separately for each income note and add those incomes together to determine eligibility.</p>				

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	<p>Flagged by Corinne Santos-Hernandez 02/08/2023 03:21 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.) The SFA must indicate the date of correction for all application errors. There were 2 applications that were incorrectly determined and documented on the SFA-1. 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>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	PACE CHARTER-HAMILTON-08007500	131	02/27/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 02/08/2023 03:19 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Jill Bond 01/27/2023 03:44 PM</p> <p>On 1/24/2023 I contacted mom ( [REDACTED] - Application #23) to let her know that her application was changed from Denied to Reduced. I also sent the letter home explaining these changes. The MEL was updated on 1/24/2023 as well with a note stating the change from the AR.</p> <p>Effective immediately, all new applications will checked and signed by the Determining official and a Confirming official.</p> <p>We will also show the income conversions separately for each income noted and add those incomes together to determine eligibility.</p> <p>Date of implementation: 1/24/2023</p> <p>Flagged by Corinne Santos-Hernandez 01/26/2023 01:54 PM</p> <p>During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2. The completed SFA-2 must be uploaded in Documents within the required 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.</p>				
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	PACE CHARTER-HAMILTON-08007500	314	02/27/2023	CAP Accepted

# PACE CHARTER-HAMILTON-08007500 - Corrective Action Report (Detail)

## Corrective Action History

Corrective Action Plan: Accepted by Corinne Santos-Hernandez 02/08/2023 03:22 PM

CAP Accepted

Corrective Action Plan: Submitted by Jill Bond 01/27/2023 04:19 PM

On 1/24/2023 all three sites were updated as "Serve Only" sites. Site details were approved on 1/26/2023.

We receive vended meals from Karson Foods with the necessary components:

### Breakfast

1. Fruit
2. Grains
3. Milk

### Lunch

1. Meat/Meat Alternative
2. Grain/Bread
3. Fruit
4. Vegetables
5. Milk

All signage for "Offer Versus Serve" were removed in all three cafeterias.

For lunch we will continue to coded tickets with Apple=A(free), Banana =B(reduced), and Cherry=C(cash). Rosters are updated monthly and given to each teacher to distribute coded tickets. At the end of lunch the designated lunch staff (Mrs. Erin Nero, Mr. Brian Bollinger, and Mrs. Jill Bond) will collect tickets and count the meals served by category and grade. The lunch files will be updated daily to reflect the correct number of meals counted using the Edit Check list.

All three schools will use the coded rosters. Students will enter in a line, state their name and the designated staff will check off the students names. The student will then continue on to receive their meal.

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	<p>Flagged by Corinne Santos-Hernandez 01/26/2023 01:54 PM</p> <p>The site details was revised on the day of on-site review to remove the offer versus serve implementation that was chosen at the beginning of the 2022-23 SY. The 3 schools are vended from Karson's and students receive the full components at the time of meal service. The 3 schools at the SFA is "serve only". The site details was approved on 1/24/23 and OVS was removed.</p> <p>The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS. The Schedule A must be revised to reflect the actual meal counting method used. 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>				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	PACE CHARTER-HAMILTON-08007500	810	02/27/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 02/08/2023 03:22 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Jill Bond 01/27/2023 04:38 PM</p> <p>As of 1/24/2023 the current non-discrimination statement was updated on the website.</p> <p>It now states:</p> <p>"In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.</p> <p>Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.</p> <p>To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <a href="https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf">https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf</a>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:</p> <ol style="list-style-type: none"> <li>1. <b>mail:</b> U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or</li> <li>2. <b>fax:</b> (833) 256-1665 or (202) 690-7442; or</li> </ol>				

# PACE CHARTER-HAMILTON-08007500 - Corrective Action Report (Detail)

3. email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

Effective immediately, the Food Service director will continue to check [https://www-agr.state.nj.us/AG\\_SNEARS2/resourcesAndTraining/resources](https://www-agr.state.nj.us/AG_SNEARS2/resourcesAndTraining/resources) for any updates to the non-discrimination statement.

All forms have been updated using the correct and current non-discrimination statement as of 1/27/2023.

Flagged by Corinne Santos-Hernandez 01/26/2023 01:54 PM

The SFA's website does not have the current non-discrimination statement provided to all SFA's from August 2022. Provided guidance to have all paper documents with the updated non-discrimination statement by September 2023. Please refer to Form 23 for the current non-discrimination statement.

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 statement is at the following link:  
<https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf>.

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.

Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	PACE CHARTER-HAMILTON-08007500	1000	02/27/2023	CAP Accepted
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## Corrective Action History

Corrective Action Plan: Accepted by Corinne Santos-Hernandez 02/23/2023 03:27 PM

CAP Accepted

Corrective Action Plan: Submitted by Jill Bond 02/22/2023 04:31 PM

Pace Charter School's Wellness Policy was updated and posted on our website after board approval on 2/21/2023.

<http://pacecharter.com/pcs/Parents/Breakfast%20%26%20Lunch%20Program/>

Effective 2/22/2023 as it was approved 2/21/2023.

Flagged by Corinne Santos-Hernandez 01/27/2023 12:22 PM

The SFA provided a copy of the current Local School Wellness Policy and/or web address where the current policy is posted.

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However, the policy will need a revision to reflect the current practice that the SFA is utilizing this school year. The policy will be reviewed as a group for the next Board Committee meeting. Please upload the revised policy as the corrective action plan. Indicate the date of implementation.

### **Report Selections**

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