

# VILLAGE CHARTER SCHOOL-08008140 - 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)	VILLAGE CHARTER SCHOOL-08008140	126	03/08/2023	CAP Accepted	
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 02/27/2023 04:36 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Bernadette Pinto 02/25/2023 01:21 AM					
	As related to the incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. The errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) and VCS has begun working on acquiring the needed information and the date of correction for all application errors will be 2.28.23.					
<b>Corrective Action History</b>	Flagged by Corinne Santos-Hernandez 02/08/2023 01:08 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. Please do not include any student names on the SFA-1 form or identify any names on the SFA comments for the corrective action plan.					
	Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	VILLAGE CHARTER SCHOOL-08008140	305	03/08/2023	CAP Accepted
	<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 02/27/2023 04:36 PM				
CAP Accepted						
Corrective Action Plan: Submitted by Bernadette Pinto 02/25/2023 01:21 AM						
VCS will revise the existing meal charge policy with a Board of Trustees first reading to be held by the end of March 2023. The policy will be provided in writing, to student's families and to staff responsible for policy enforcement. This includes a written Meal Charge Policy. VCS Administration and Foodservice personnel will be apprised of the procedures for handling unpaid meal charges that will include New Jersey specific requirements regarding unpaid meal charges. Specifically the requirements passed in the NJ Hunger-Free Students' Bill of Rights Act of May 2020. The requirements will be revised immediately (March 23, 2023) with the language about prohibiting lunch shaming and stigmatizing. VCS will review the resources shared that include the detailed information on Unpaid Meal Charges and specifically the reference to the State Agency and USDA Guidance and Memos posted in SNEARS under the Resources link.						
<b>Corrective Action History</b>	Flagged by Corinne Santos-Hernandez 02/08/2023 01:08 PM					
	All SFA's operating the NSLP and/or SBP must revise the existing meal charge policy. The policy must be provided in writing, to student's families and to staff responsible for policy enforcement. With the return to standard counting and claiming, all SFA's should revise the district's or school's Unpaid Meal Charges Policy. All SFAs are required to have a written Meal Charge Policy. School Administration and Foodservice personnel should be aware of the procedures for handling unpaid meal charges. New Jersey has specific requirements regarding unpaid meal charges. These requirements were passed in the NJ Hunger-Free Students' Bill of Rights Act of May 2020. The requirements are as follows and must be revised immediately with the language about prohibiting lunch shaming and stigmatizing. For more detailed information on Unpaid Meal Charges, refer to the State Agency and USDA Guidance and Memos posted in SNEARS under the Resources link. 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 - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	VILLAGE CHARTER SCHOOL-3261	318	03/08/2023	CAP Accepted

# VILLAGE CHARTER SCHOOL-08008140 - Corrective Action Report (Detail)

<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 02/27/2023 04:37 PM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by Bernadette Pinto 02/25/2023 01:21 AM</p> <p>Substitute teachers were observed that day walking the students in the cafeteria as a result of the finding, VCS will limit the use of sub during the lunch periods. Support staff and teachers have been trained to instruct the students with the flow of traffic to control or limit the students from all receiving their meals instead of limiting them by groups of 5.</p> <p>In addition, a separate basket is now available for the cashier to separate the card(s) that should not be entered in the POS system as a reimbursable meal for a student who declined a fruit or a vegetable in order to prevent the student from being charged a la carte.</p> <p>The meal counting system has been corrected effective the 2.9.2023.</p>

# VILLAGE CHARTER SCHOOL-08008140 - Corrective Action Report (Detail)

Flagged by Corinne Santos-Hernandez 02/08/2023 01:08 PM

The school utilizes a POS system for all 3 lunch periods. Cards that are scanned with the students' names are distributed to students prior to lining up to receive their meals. The cards are given to the cashier at the end of the line after they receive their complete meal and cashier places all the cards in the basket. The cards are then scanned after each lunch period in the POS system. This procedure started in January 2023 because the flow of the meal service was slow and students needed more time to eat. It also minimized the long lines and waiting time. The first lunch period are grades k-2 with students needing guidance and direction. Substitute teachers were observed that day walking the students in the cafeteria. The younger students needed guidance and direction during the meal service. A teacher should have instructed the students with the flow of traffic to control or limit the students from all receiving their meals instead of limiting them by groups of 5. The flow of traffic need direction and a teacher to guide the students while they are in the line.

In addition, a separate basket should be available for the cashier to separate the card(s) that should not be entered in the POS system as a reimbursable meal for a student who declined a fruit or a vegetable. During the first lunch period, a student declined a fruit or vegetable. Having only one basket does not prevent the student from being charged a la carte.

All of these were addressed and corrected during the meal service. Advised the FSD to provide training to each teacher for each classroom. Students should be instructed and provided clear guidance so when substitute teachers are present, the students are aware of the daily routine at the cafeteria. Informed the SFA that this can easily lead to a systemic error if it is not corrected. The other lunch periods containing the older grades were observed following the correct procedure. There was also a lunch teacher assigned who guided the students with clear instructions.

The meal counting system must be corrected. 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. No fiscal action will be taken. No over claim was assessed.

## **Report Selections**

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