

Academy for Urban Leadership CS-08006032 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	Academy for Urban Leadership CS-08006032	121	03/03/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/24/2023 05:11 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jeff White 02/06/2023 07:06 PM				
	Effectively 2/1/2023 every site will have a binder (Next to the POS system) with all students' names to serve as a backup if Real-time goes down. Staff members will check the box next to the student's name and date it once the student receives a reimbursable meal. The lunch Aide will then hand the list to the Asst. BA or Food Service Manager to manually import meals served that day into Real-Time.				
Corrective Action History	Flagged by Dianne Kennedy 02/01/2023 09:57 AM				
	To ensure students' meal benefits eligibility is up to date, the SFA must have a backup system to maintain all the benefit issuance documents. Although necessary for all SFAs, this is especially important in electronic systems in case the system goes down. 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	Academy for Urban Leadership CS-08006032	209	03/03/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/24/2023 05:13 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jeff White 02/07/2023 01:27 PM				
	Effectively 2/1/2023 the two applications that were verified incorrectly will be updated in Real-Time, and guardians will be notified of the student's meal status change (Mail/email) immediately. AUL verifying officials will watch the verification recording on SNEARS to ensure all verifications are done correctly.				
Corrective Action History	Flagged by Dianne Kennedy 02/01/2023 09:59 AM				
	Two application were not verified correctly. Please See SFA 2 for more information. 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	Academy for Urban Leadership CS-08006032	215	03/03/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/24/2023 05:12 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Jeff White 02/06/2023 07:07 PM					
	Effectively 2/1/2023 The Academy For Urban Leadership will complete the verification results letter by 11/15. We will send second and final verification notices to parents, to ensure it is received in a timely matter. Students of Gradians that do not respond will have there meal status changed to paid.					
Corrective Action History	Flagged by Dianne Kennedy 02/01/2023 09:59 AM					
	Verification was not complete until December and the collection report was not complete until 1/23. The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th 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.					
	Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	Academy for Urban Leadership CS-08006032	1400	03/03/2023	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/24/2023 05:11 PM				
CAP Accepted						
Corrective Action Plan: Submitted by Jeff White 02/06/2023 07:06 PM						
Effectively 2/1/2023 the Academy of Urban Leadership will in ensure that all sites have a copy of the Safety Plan with the HACCP Standard Operating procedures, which also includes monitoring, corrective action, and record-keeping procedures. Our food service manager will check every month that the binder is on site.						
Corrective Action History	Flagged by Dianne Kennedy 02/01/2023 10:00 AM					
	There was no safety plan in place that includes HACCP standard operating procedures. 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. A copy of the written HACCP food safety plan must be available at each school. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. 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.					
	Group 1: CA Count (5)		Academy for Urban Leadership CS-08006032		03/03/2023	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/24/2023 05:14 PM				
CAP Accepted						

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Corrective Action History	<p>Corrective Action Plan: Submitted by Jeff White 02/10/2023 01:10 PM</p> <p>Effectively 2/1/2023 all lunch aides have been re-trained on the POS system to in ensure the following:</p> <ul style="list-style-type: none"> -All Paid, Reduced, Free students are recorded into the POS system daily -All Paid, Reduced, Free students are recorded into Edit check and reimbursement voucher correctly. -If the POS is down Lunch Aide will Manual record all paid, reduced, free students into Real-time.
	<p>Flagged by Dianne Kennedy 02/01/2023 10:01 AM</p> <p>Paid students that purchased meals were not being counted for the review period. Breakfast and 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. The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch for the review period is an ongoing systemic problem. The system of counting meals 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. Fiscal action will be taken. An over claim may be assessed.</p>
	<p>Flagged by Dianne Kennedy 02/01/2023 10:01 AM</p> <p>Paid students that purchased meals are not being recorded in the POS, therefore, they are not being added on the edit check and reimbursement vouchers. 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. The state has determined that the inaccurate method counting, combining, and recording of meals for lunch is an ongoing systemic problem. The system of counting meals, must be corrected and the account will be on hold until the issue is 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. Fiscal action will be taken. An over claim may be assessed.</p>
	<p>Flagged by Dianne Kennedy 02/01/2023 10:01 AM</p> <p>Paid students that are purchasing meals are not recorded in POS as a result, the edit checks and reimbursement voucher is not recording paid students meals. An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast and lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. The State Agency has determined that the inaccurate counting of meals observed at breakfast and lunch is an ongoing systemic problem. The meal counting system must be corrected, therefore, the account will be on hold until the issue is 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. Fiscal action will be taken. An over claim may be assessed.</p>
	<p>Flagged by Dianne Kennedy 02/01/2023 10:01 AM</p> <p>The edit checks for the month of review had a questionable pattern in the paid counts for breakfast and lunch. The system for counting breakfast and lunch meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. The school did not have a reasonable explanation for pattern that were identified with the paid lunch counts, indicating questionable meal count practices. Since a flaw exists in the method of accountability immediate investigation and corrective action is necessary. 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 Dianne Kennedy 02/01/2023 10:01 AM</p> <p>For the review period, the POS was not recording paid students receiving a meal when they were served a meal. Breakfast and lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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.</p>				
Group 2: CA Count (2)		Academy for Urban Leadership CS-08006032		03/03/2023	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Dianne Kennedy 02/24/2023 05:13 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Jeff White 02/01/2023 07:39 PM</p> <ul style="list-style-type: none"> - On 2/1/2023 we put up an Offer vs. Serve sign on the wall where student line up to be served a meal. - On 2/1/2023 we put up a sign that explains what constitutes a reimbursable meal, on the wall where students line up to be served. <p>The food Handler at each site will ensure that all appropriate signage is up and visible to all students and staff.</p>				
	<p>Flagged by Dianne Kennedy 02/01/2023 10:02 AM</p> <p>There was no signage explaining Offer vs. Serve. Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers</p>				
	<p>Flagged by Dianne Kennedy 02/01/2023 10:02 AM</p> <p>There were no signage about what constitute a reimbursable meal. Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable breakfast and lunch. Posting only a monthly menu does not meet this requirement. 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>				
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	Academy for Urban Leadership Middle Schoo-13141		03/03/2023	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/24/2023 05:11 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jeff White 02/06/2023 07:05 PM				
	<p>The Academy for urban leadership will conduct an after-school snack on-site review three times in the school year effectively 2/1/2023.</p> <p>On-site After-school Snack review months:</p> <p>October (First week)</p> <p>December</p> <p>May</p>				
	Flagged by Dianne Kennedy 02/01/2023 10:00 AM				
	The On-Site Monitoring was performed 12/10/22. The program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) 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 - Site) (1404H)	Academy for Urban Leadership Middle Schoo-13141	1405	03/03/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/24/2023 05:12 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jeff White 02/06/2023 07:10 PM				
	<p>2/1/2023 The Academy For Urban Leadership contacted the Perth Amboy depart of health, and finally got them to come in 2/3/2023 to inspect our kitchens. Moving forward we will ensure that we keep written documentation with the Perth Amboy departs of health to be able to escalate with the NJ Department of Agriculture when we do not get a response in a timely matter.</p>				
	Flagged by Dianne Kennedy 02/01/2023 09:58 AM				
	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. School				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	Academy for Urban Leadership Middle Schoo-13141	1407	03/03/2023	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/24/2023 05:12 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jeff White 02/06/2023 07:09 PM				
	Effectively 2/1/2023 the Academy of Urban Leadership will in ensure that all sites have a copy of the Safety Plan with the HACCP Standard Operating procedures, which also includes monitoring, corrective action, and record-keeping procedures. Our food service manager will check every month that the binder is on site.				
	Flagged by Dianne Kennedy 02/01/2023 09:58 AM				
	SFA did not have a food safety plan implemented. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. 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.				

Report Selections

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