

# UNITY CHARTER SCHOOL-08008050 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	UNITY CHARTER SCHOOL-08008050	212	04/17/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 04/21/2023 08:05 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Danielle Lang 03/20/2023 02:37 PM				
	<p>A second notice letter will be sent for all future verification requests, and it will be documented in a timely manner on the verification tracker form. I have reviewed the process with all of the staff and they will contribute in getting the process complete. Date of implementation 2/10/2023.</p> <p>Flagged by Katie Hunter 03/17/2023 12:25 PM</p> <p>When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice to Household" (Form 21). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	UNITY CHARTER SCHOOL-08008050	215	04/17/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 04/21/2023 08:05 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Danielle Lang 03/20/2023 02:50 PM				
	<p>The SFA has watched the verification process webinar and has a better understanding of the process so it can be completed by November 15th. Date of implementation 03/01/2023</p> <p>Flagged by Katie Hunter 03/17/2023 12:25 PM</p> <p>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.</p>				
Maintenance of Non-Profit School Food Service Account	Maintenance of Non-Profit School Food Service Account (Off-Site Assessment Tool) (700H)	UNITY CHARTER SCHOOL-08008050	701	02/12/2024	Flagged
<b>Corrective Action History</b>	Flagged by Lisa Garland 02/07/2024 03:13 PM				
	<p>FINDING: Net Cash Resources exceeded three months average expenditures which represents incompliance per USDA CFR 210.14</p> <p>Please submit a required Corrective Action Plan</p>				
	Thank You				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	UNITY CHARTER SCHOOL-08008050	810	04/17/2023	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 04/21/2023 08:05 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Danielle Lang 03/20/2023 02:58 PM					
	Form 213 can be found on our website at the following link: <a href="https://unitycharterschool.org/general-notices/">https://unitycharterschool.org/general-notices/</a>					
<b>Corrective Action History</b>	Form 213 has also been added to the lunch menu sent home to parents. Date of implementation: 02/20/2023					
	Flagged by Katie Hunter 03/17/2023 12:25 PM					
	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: <a href="https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf">https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</a> 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.					
	Professional Standards	Professional Standards (On-Site Assessment Tool)	UNITY CHARTER SCHOOL-08008050	1217	04/17/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 04/21/2023 08:06 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Danielle Lang 03/27/2023 12:46 PM					
	Training for all employees has begun being tracked on the USDA Training Tracking Tool. Any new employees will be added at the time of hiring. Date of implementation: 3/27/2023					
<b>Corrective Action History</b>	Flagged by Katie Hunter 03/17/2023 12:26 PM					
	Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. 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..					
	Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	UNITY CHARTER SCHOOL-08008050	1500	04/17/2023	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 04/21/2023 08:05 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Danielle Lang 03/20/2023 03:02 PM				
	<p>The SFA has researched the verification process and now has a btter understanding of the process so documents will be submitted on time. Date of implementation: 03/01/2023</p> <p>Flagged by Katie Hunter 03/17/2023 12:26 PM</p> <p>SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report, monthly reimbursement claim, etc.) 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>				
School Breakfast and Summer Food Service Program Outreach	School Breakfast and Summer Food Service Program Outreach (Off-Site Assessment Tool) (1600H)	UNITY CHARTER SCHOOL-08008050	1601	04/17/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 04/27/2023 09:45 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Donald Goncalves 04/21/2023 02:45 PM				
	<p>Document liked to our website informing parents of how to participate in summer meals program. Updated to our website on March 28, 2023.</p> <p><a href="https://drive.google.com/drive/folders/1CBaeJZSzlprgQQjVS_jnSBrAsUkUFF-">https://drive.google.com/drive/folders/1CBaeJZSzlprgQQjVS_jnSBrAsUkUFF-</a></p> <p>Forms are listed within the general folder:</p> <p><a href="https://drive.google.com/drive/folders/1CBaeJZSzlprgQQjVS_jnSBrAsUkUFF-">https://drive.google.com/drive/folders/1CBaeJZSzlprgQQjVS_jnSBrAsUkUFF-</a></p>				
	<p>Flagged by Katie Hunter 03/17/2023 12:26 PM</p> <p>SFA's must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's website: <a href="https://www.nj.gov/agriculture/divisions/fn/pdf/SFSPromotionalFlyers2017.pdf">https://www.nj.gov/agriculture/divisions/fn/pdf/SFSPromotionalFlyers2017.pdf</a> Explain in detail how the finding was corrected and the measures taken to ensure that it will not occur in the future. Indicate the date of implementation.</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	UNITY CHARTER SCHOOL-12102	403	04/17/2023	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 04/21/2023 08:06 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Danielle Lang 03/27/2023 12:48 PM				
	Oat milk is now being offered on the serving line everyday and our menu has reflected the change as well. Date of implementation: 02/09/2023				
<b>Corrective Action History</b>	Flagged by Katie Hunter 03/17/2023 12:26 PM				
	A minimum of two varieties of fluid milk must be offered throughout the lunch meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. 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.				
	Meal Components and Quantities - Review Period	UNITY CHARTER SCHOOL-12102	410	04/17/2023	CAP Removed
	Corrective Action Plan: Removed by Katie Hunter 03/17/2023 03:42 PM				
<b>Corrective Action History</b>	CAP Removed				
	Flagged by Katie Hunter 03/17/2023 03:21 PM				
	At lunch, production records must document that both daily and weekly minimum quantities for each component are offered. 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. 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.				
	Food Safety, Storage and Buy American	UNITY CHARTER SCHOOL-12102	1406	04/17/2023	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Katie Hunter 04/21/2023 08:08 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Danielle Lang 03/27/2023 12:52 PM				
	The food safety inspector updated the inspection on 02/09/2023 and a subsequent email was sent to the food safety inspector on 02/08/2023 requesting two inspections per year. Date of implementation: 02/08/2023				
<b>Corrective Action History</b>	Flagged by Katie Hunter 03/17/2023 12:26 PM				
	Either only one, none or an outdated food safety inspection report was posted in a publicly visible location. Describe in the Corrective Action Plan how this will be corrected. Indicate date of implementation.				

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**Report Selections**

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