

# Technical Assistance Log

QUEEN CITY ACADEMY CHARTER-08007600

TA Date	TA Log #	TA Area	Form	Question	SFA Title	SFA Contact	Reviewer	SFA Access
03/14/2022	2533	Other					Amy Martin	<input checked="" type="checkbox"/>
<b>How Provided</b>				<b>Comments</b>	<p>On May 4, 2020, Governor Murphy signed the Hunger Free Students' Bill of Rights Act into law. The law prevents the public identification or stigmatization of any student with school meal debt. Examples of stigmatizing, or "lunch shaming", specified in the law include requiring a student to sit at a separate table, wear a wristband, handstamp, or other marker, or by serving the student an alternate meal. In addition, it prevents school districts from discarding a school breakfast or lunch because money is owed for previously provided meals. The law also outlines the measures schools must take in communicating with the parents and guardians of students with foodservice debt prior to the denial of a meal, if applicable, and clarifies that schools are not required to deny a meal to students who have accumulated debt. The full law can be found in SNEARS by clicking on Resources-&gt;Unpaid Meal Charges.</p>			

# QUEEN CITY ACADEMY CHARTER-08007600 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	QUEEN CITY ACADEMY CHARTER-08007600	103	04/14/2022	CAP Removed
<b>Corrective Action History</b>	Corrective Action Plan: Removed by Amy Martin 03/14/2022 11:19 AM CAP Removed				
	Flagged by Amy Martin 03/07/2022 01:08 PM A student's free or reduced price eligibility from the prior academic school year must be carried over into the current school year for up to 30 operating days beginning on the first operating day of school or until a new eligibility determination is made in the current school year, whichever comes first. It is strongly suggested that a SFA representative view the Certification & Benefit Issuance Determining Officials webinar, which can be located in the Training Tab in SNEARS, in order to fully understand the free and reduced price application process. Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	QUEEN CITY ACADEMY CHARTER-08007600	108	04/14/2022	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 04/14/2022 12:06 PM CAP Accepted				
	Corrective Action Plan: Submitted by AISHA LONGCHAMP 04/14/2022 10:36 AM Upon being made aware of the error on March 14, 2022, we immediately updated our records to reflect that Adrienne Cox, Business Office Assistant, is the Hearing Officer.				
	Flagged by Amy Martin 03/14/2022 11:21 AM Although Danielle is listed as the Hearing Official in the Questionnaire, when reviewing the Household Eligibility Letter, Aisha is listed as the contact person. Since Aisha is the Determining Official, she is unable to serve as the Hearing Official. According to the Eligibility Manual for School Meals (found on the NJDA forms website <a href="https://www.nj.gov/agriculture/applic/forms/">https://www.nj.gov/agriculture/applic/forms/</a> ), the Hearing Official can not be a person involved with the application approval or the verification process.  Explain, in detail, how the finding was corrected and the measures take to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	QUEEN CITY ACADEMY CHARTER-08007600	803	04/14/2022	CAP Accepted

# QUEEN CITY ACADEMY CHARTER-08007600 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Amy Martin 04/14/2022 12:07 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by AISHA LONGCHAMP 04/14/2022 10:38 AM</p> <p>Instructions for completing a Civil Rights complaint along with USDA Form 148 and link to the form are on our website. Also the form will be added to the Student / Parent Handbook for the 2022-2023 SY. Instructions for completing the form:</p> <ol style="list-style-type: none"> <li>To access and download the Civil Rights complaint form please click here.</li> <li>Complete the form and mail to the address on the form.</li> </ol> <p>The USDA Non Discrimination statement was also added to our school website. All main office staff members have been updated on where the form is located.</p> <p>Flagged by Amy Martin 03/14/2022 11:22 AM</p> <p>SFAs must have a procedure for receiving and processing complaints alleging discrimination in the school meal programs. Complaints can be verbal or written.. The USDA Program Discrimination Complaint Form (#148) can be used and is available on the Department Of Agriculture web site at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a>. Civil rights complaints can either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office. Complaints can also be sent directly to the U.S. Department of Agriculture by (1) mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>.</p> <p>In addition, the USDA Nondiscrimination statement, or a link to it, must be included on the home page of the Nutrition Program information on the SFA's website.</p> <p>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 (Off-Site Assessment Tool) (800H)	QUEEN CITY ACADEMY CHARTER-08007600	806	04/14/2022	CAP Accepted

# QUEEN CITY ACADEMY CHARTER-08007600 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 04/14/2022 12:07 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by AISHA LONGCHAMP 04/14/2022 10:36 AM				
	<p><b>All frontline staff and those who supervise frontline staff will be instructed to complete the Civil Rights training during the first week of the beginning of the school year. A mandatory completion date of September 15th will be implemented. That will allow us to verify that all training has been completed prior to September 30th.</b></p>				
<b>Corrective Action History</b>	Flagged by Amy Martin 03/14/2022 11:21 AM				
	<p>Civil Rights training must be provided on an annual basis by September 30th to all frontline staff and those employees who supervise frontline staff. This was outlined in the NJ Back to School Reminders for School Year 2021-2022 Memo dated September 13, 2021 as well as Certified as part of the Annual Application packet (SNP Attestations). "Frontline staff" are defined as all employees who interact with Child Nutrition program applicants or participants. Acceptable training methods include the recently updated Civil Rights for School Nutrition Program Professionals webinar and the Civil Rights Self-Study Guide found in SNEARS. The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered.</p>				
	Training was completed in mid-November 2021 for all frontline staff.				
	Explain, in detail, the measures taken to ensure that training will be completed prior to the deadline in subsequent years.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	QUEEN CITY ACAD CHARTER-3360	409	04/14/2022	CAP Accepted

# QUEEN CITY ACADEMY CHARTER-08007600 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Amy Martin 04/14/2022 12:06 PM CAP Accepted				
	Corrective Action Plan: Submitted by AISHA LONGCHAMP 04/14/2022 10:37 AM <b>Upon being made aware that each section of the production report needs to be filled out. Immediate action was taken on March 4, 2022 and we are now making sure that the production report is being filled out in its entirety for each menu item.</b>				
	Flagged by Amy Martin 03/14/2022 11:21 AM  Although the supporting documentation demonstrates that all meals during the review week were available and served to students, the production records must also indicate this. The production record must be completed in its entirety for each menu item served.  Explain in detail, how the finding was 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