

Administrative Review Report

GRAY CHARTER SCHOOL – 080-06665 – Essex County

Findings and Corrective Action:

Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1006	
Due Date		
Corrective Action Status	CAP Removed	
Corrective Action History	CAP Removed Linda Scarpa 06/05/2017 10:39 AM	CAP Removed
	Flagged Katie Hunter 05/25/2017 12:36 PM	SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web site. 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.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1210	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 07/06/2017 11:46 AM	CAP Accepted
	CAP Submitted KAREN MILTEER 06/23/2017 12:56 PM	The Executive Director and Program Director will ensure compliance to meet the required annual training hours for office, administration or other staff who work on school nutrition program related activities regularly, throughout the school year. The administration plans to use live or recorded webinars, conferences, and state agency training opportunities, in addition to those available at http://professionalstandards.nal.usda.gov . The school district will include the required annual school nutrition program training as an integral part of its professional development program. The Program Director will periodically review the training statistics for office, administrative or other staff who work on school nutrition program throughout the school year to ensure that compliance will be met. The date of implementation will begin August 1, 2017.
	Flagged Linda Scarpa 06/05/2017 11:12 AM	Office, administrative or other staff who work on school nutrition program related activities regularly throughout the school year are required to meet annual training requirements. Staff working 20 or more hours per week must complete 6 hours of annual training that is relevant to their job duties. Teachers or staff serving breakfast/lunch in the classroom must complete 4 hours of training. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: http://professionalstandards.nal.usda.gov Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	2104	
Due Date		
Corrective Action Status	CAP Removed	
Corrective Action History	CAP Removed Linda Scarpa 06/05/2017 10:39 AM	CAP Removed
	Flagged Katie Hunter 04/12/2017 12:42 PM	CAP Removed
	Flagged KAREN MILTEER 11/22/2016 12:41 PM	
Site Name	GRAY CHARTER SCHOOL	

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Form Name	S-1	
Question #	13	
Due Date		
Corrective Action Status	CAP Removed	
Corrective Action History	CAP Removed Linda Scarpa 06/05/2017 11:17 AM	CAP Removed
	Flagged Linda Scarpa 06/05/2017 10:42 AM	Meal counts were incorrectly counted for lunch, the day of review. Please explain in detail how this will be corrected.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 07/06/2017 11:47 AM	CAP Accepted
	CAP Submitted KAREN MILTEER 06/23/2017 01:04 PM	The six incomplete and/or incorrectly determined applications were corrected on May 18, 2017. Case numbers were corrected. The school nutrition program will send letters to those households with missing information, notifying them of the error. The school nutrition will notify households by telephone if deemed necessary. Each case will be given 'due' process. The households have 10 days to resubmit the corrected information. After the ten day deadline, and no response the household will be moved to a new benefit level, if no appeal or corrective action is received.
	Flagged Linda Scarpa 06/05/2017 11:17 AM	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. The case number was missing on some applications.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1221	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 07/06/2017 11:47 AM	CAP Accepted
	CAP Submitted KAREN MILTEER 06/23/2017 01:11 PM	The Executive Director and Program Director will ensure compliance. The school district has added the school nutrition program training subjects, such as 'civil rights and offer vs serve training' as a part of the annual professional development. All teachers and teacher aides will receive this training in the month of August 1, 2017.
	Flagged Linda Scarpa 06/05/2017 11:18 AM	Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/ . Explain, in detail how the finding will be corrected indicate the date of implementation Teachers conducting the meal counts were not given civil rights, nor offer vs serve training.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1400	
Due Date		
Corrective Action Status	CAP Accepted	

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Corrective Action History	CAP Accepted Linda Scarpa 07/06/2017 11:47 AM	CAP Accepted
	CAP Submitted KAREN MILTEER 06/23/2017 01:13 PM	The HACCP food safety plan will be updated and available at the Gray Charter School. The school district is taking grave measures to ensure that the HACCP food safety plan is updated. The HACCP will be reviewed on an annual basis by the Program Director and Program Manager.
	Flagged Linda Scarpa 06/05/2017 11:18 AM	A copy of the written HACCP food safety plan must be available at each school. 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. It must be updated and reviewed on an annual basis.
Site Name	GRAY CHARTER SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	320	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 07/06/2017 11:48 AM	CAP Accepted
	CAP Submitted KAREN MILTEER 06/29/2017 01:10 PM	The Gray Charter will train all lunch duty staff on how to correctly count, combine and record a daily breakfast and lunch reimbursable meal. The Gray Charter School has hired a Manager for the Breakfast and Lunch program. One of the key roles that this individual will oversee is the Daily Breakfast & Lunch reimbursable meal count. The training will begin in August 2017 in preparedness for the new school year 2017-2018.
	Flagged Linda Scarpa 06/05/2017 11:18 AM	Daily 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. 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.
Site Name	GRAY CHARTER SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	321	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 07/06/2017 11:48 AM	CAP Accepted
	CAP Submitted KAREN MILTEER 06/29/2017 01:20 PM	One key reason for the vast difference in 'number count' on the Day of Review versus the Review Period was popular menu items. There is always a spike in meal count totals when the menu item is popular. The Gray Charter School will train all staff involved with the breakfast and lunch program on how to correctly count and total a reimbursable meal. The school district will implement training in the month of August, 2017 during professional development week. The Gray Charter School has hired a Manager for both lunch programs that will oversee and monitor the daily breakfast and lunch program meal count process.
	Flagged Linda Scarpa 06/05/2017 11:18 AM	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. Explanation given by FSD of popular menu items was accepted.
Site Name	GRAY CHARTER SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	403	

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Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 07/06/2017 11:49 AM	CAP Accepted
	CAP Submitted KAREN MILTEER 06/23/2017 01:26 PM	The school nutrition program corrected this finding by 'ordering' adequate supplies of the two varieties of fluid milk in flavored and unflavored fat free or 1%. The Program Manager and supervisor will ensure adequate quantities or supplies daily to serve at breakfast and lunch. The date of implementation May 17, 2017
	Flagged Linda Scarpa 06/05/2017 11:18 AM	A minimum of two varieties of fluid milk must be offered throughout the breakfast and lunch meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. 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.
Site Name	GRAY CHARTER SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	404	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 07/06/2017 11:49 AM	CAP Accepted
	CAP Submitted KAREN MILTEER 06/29/2017 01:23 PM	The Gray Charter School has downloaded the USDA Form #300 and has posted the signage at the beginning of the food serving line.
	Flagged Linda Scarpa 06/05/2017 11:18 AM	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. Posting only a 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.
Site Name	GRAY CHARTER SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	410	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 07/06/2017 11:49 AM	CAP Accepted
	CAP Submitted KAREN MILTEER 06/29/2017 01:33 PM	The Gray Charter School has notified the food vendor in writing on May 25, 2017. The letter noted the following: product portion size deficiencies, incorrect pre-printed portion size or measurement labeling and Production Record errors. The food vendor is taking grave measures to correct the product portion size deficiencies. The new food Manager will utilize the Meal Pattern calculation tool to access the product portion size on a month to month basis. This corrective action procedure will commence in August 2017.
	Flagged Linda Scarpa 06/05/2017 11:18 AM	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. 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. Portion size for the vegetable component offered did not meet minimum requirement. Support documents submitted did not verify that the minimum vegetable requirement was offered on the following menu items: Spinach salad on ALL days for 3 consistent months Cole slaw on ALL days for 3 consistent months.
Site Name	GRAY CHARTER SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	502	
Due Date		

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Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 07/06/2017 11:49 AM	CAP Accepted
	CAP Submitted KAREN MILTEER 06/23/2017 02:07 PM	The school nutrition program will post signage at or near the beginning of the serving line identifying what constitutes a reimbursable meal. Food service staff will receive training on how to accurately recognize a reimbursable meal under offer vs serve. The food service staff, teachers and teacher aides will be trained on offer vs serve as a part of their professional development in the month of August , 2017. The school nutrition program has a copy of Form #300 downloaded from Department of Agriculture.
	Flagged Linda Scarpa 06/05/2017 11:19 AM	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 Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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.
Site Name	GRAY CHARTER SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	1404	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 07/06/2017 11:49 AM	CAP Accepted
	CAP Submitted KAREN MILTEER 06/23/2017 01:57 PM	The school district for school year 2017-2018, will document and request two inspections (sanitary inspections)from the NJ State Department of Health, Newark Health Departmentannually. The currentschool year the Gray Charter School did requesttwo inspections , theNewark Health Department declined a second inspection review request.
	Flagged Linda Scarpa 06/05/2017 11:19 AM	