

## LEARNING COMM CHARTER-08007115 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance (100 - 121)		103	04/23/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 05/03/2018 06:53 PM	CAP Accepted		
			CAP Submitted ULRIKA BOIJORT 04/20/2018 03:37 PM	School representative has viewed Certification & Benefit Issuance Determining Officials webinar and is now aware of how this part of the application process should be handled at the beginning of each school year. Starting SY 2018-19 "carry over" households will be notified regarding eligibility within 30 operating days. Any students new to the school will have their lunch eligibility determined within 10 operating days. Please see attached confirmation for the webinar.		
			Flagged Katie Hunter 03/23/2018 02:10 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 will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Meal Counting and Claiming (300 - 311)		311	04/23/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 04/06/2018 10:08 AM	CAP Accepted		
			CAP Submitted LISA FEDOSH 03/28/2018 04:02 PM	The SFA uses a POS system and daily meals counts are claimed based off the edit check for all meal periods.		
			Flagged Katie Hunter 03/23/2018 02:11 PM	Each site's meal counts by category must be consolidated and reviewed by the certifier and accurately entered in the reimbursement claim. 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.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Civil Rights (800 - 807)		806	04/23/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 05/03/2018 06:53 PM	CAP Accepted		
			CAP Submitted ULRIKA BOIJORT 04/20/2018 03:38 PM	Civil rights training completed 1/10/18, through a recorded session found on SNEARS. Future training sessions have already been added to my google calendar. Please see attached confirmation for the webinar.		
			Flagged Katie Hunter 03/23/2018 02:10 PM	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. 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.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness (1000 - 1006)		1006	04/23/2018	CAP Accepted

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Corrective Action History			CAP Accepted Katie Hunter 05/03/2018 06:57 PM	CAP Accepted		
			CAP Submitted ULRICA BOIJORT 04/20/2018 03:39 PM	Wellness policy has been published in a visible spot on the school's website. URL: <a href="http://lccsnj.org/for_parents/breakfast_and_lunch/wellness_policy">http://lccsnj.org/for_parents/breakfast_and_lunch/wellness_policy</a> The policy will also become a required document for parents to read at the beginning of each school year through the parent portal. Implementation for posting on the website 4/18/18. Implementation for requirement to read policy through parent portal 8/15/18.		
			Flagged Katie Hunter 03/23/2018 02:11 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.		
Off-Site Assessment Tool	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)		1601	04/23/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 04/06/2018 10:08 AM	CAP Accepted		
			CAP Submitted LISA FEDOSH 03/28/2018 04:03 PM	Summer Food Service Program Flyer will be added to the school website so that parents can locate their closet locations		
			Flagged Katie Hunter 03/23/2018 02:12 PM	SFA 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 web site: <a href="http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf">http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.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.		
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		126	04/23/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 05/03/2018 06:54 PM	CAP Accepted		
			CAP Submitted ULRICA BOIJORT 04/23/2018 02:28 PM	Eriny Sawires changed category from Reduced to Free on 4/13/18 Chad Perkins' mother provided a correct case number on 4/19/18 Jamia Parmalee's parents have not responded to the request, eligibility will be changed from F to P as of 4/23/18. Parents have been informed by email.		
			Flagged Katie Hunter 03/23/2018 02:11 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.		
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		129	04/23/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Katie Hunter 05/03/2018 06:55 PM	CAP Accepted		
			CAP Submitted ULRICA BOIJORT 04/20/2018 03:38 PM	Since review in January 2018, any new applications have been addressed to households within one weeks time from the application submission date. Communications have been sent by email. This pattern will continue for the remainder of SY 2017-18 and pick up again in August 2018 when the applications for SY 2018-19 are available.		
			Flagged Katie Hunter 03/23/2018 02:11 PM	Households must be notified, either in writing or verbally, of their eligibility status as approved for free or reduced price benefits. The SFA may e-mail the notification of the household's approval to the adult household member who signed the application. 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.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		207	04/23/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 05/03/2018 07:03 PM	CAP Accepted		
			CAP Submitted ULRICA BOIJORT 04/23/2018 02:42 PM	The verification webinar have been viewed. 3 error prone applications are currently being verified. I learned the there are plenty of time to verify requested applications. Form #129 will be extremely helpful since all the important dates are listed. Was unaware it existed. Will refer to it at least once a week going forward.		
			Flagged Katie Hunter 03/23/2018 02:12 PM	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. Describe in the CAP how this will be corrected. The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated. 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..		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		208	04/23/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 05/03/2018 06:58 PM	CAP Accepted		
			CAP Submitted ULRICA BOIJORT 04/20/2018 03:40 PM	Up to this point I have not had to conduct a confirmation review, only error prone applications. When this occurs in the future the date of the review will be noted on the Verification Tracker.		
			Flagged Katie Hunter 03/23/2018 02:11 PM	The Confirming Official must record on the Verification Tracker the date of the confirmation review. 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.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		209	04/23/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Katie Hunter 05/03/2018 06:56 PM	CAP Accepted		
			CAP Submitted ULRICA BOIJORT 04/20/2018 03:39 PM	According to the verification collection report from SNEARS, 3 error prone applications had to be verified. 3 applications have been selected randomly and are in the process of getting verified. Verification Guidance for School Meals (Form 273) has been printed in order to prevent this from happening going forward.		
			Flagged Katie Hunter 03/23/2018 02:11 PM	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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. 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.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		211	04/23/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 05/03/2018 06:59 PM	CAP Accepted		
			CAP Submitted ULRICA BOIJORT 04/20/2018 03:41 PM	Form 236 has been used as the template for the verification, printed on the school's letterhead. The school will continue to use the same format for verification going forward. Please see attached letter.		
			Flagged Katie Hunter 03/23/2018 02:11 PM	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		212	04/23/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 05/03/2018 06:52 PM	CAP Accepted		
			CAP Submitted ULRICA BOIJORT 04/20/2018 03:33 PM	Second request to respond to verification will be sent out April 26th, 2018. To avoid not completing the verification process in the future a tool kit and reminder schedule has been downloaded from USDA's website.		
			Flagged Katie Hunter 03/23/2018 02:10 PM	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 We Must Check Your Application" (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.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		213	04/23/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Katie Hunter 05/03/2018 07:01 PM	CAP Accepted		
			CAP Submitted ULRICA BOIJORT 04/20/2018 03:42 PM	Form 255 has been used as the template for adverse action, printed on the school's letterhead in prior year. The school will continue to use the same format for adverse action going forward.		
			Flagged Katie Hunter 03/23/2018 02:12 PM	The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Letter to Notify Household of Audit Results" (Form 255). 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.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		214	04/23/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 05/03/2018 07:00 PM	CAP Accepted		
			CAP Submitted ULRICA BOIJORT 04/20/2018 03:41 PM	Once the verification process has been completed and there is a need to inform household about a change in eligibility, form 255 modified to fit on school's letterhead will be sent to household within 10 calendar days. This will be conducted in a timely manner starting immediately.		
			Flagged Katie Hunter 03/23/2018 02:12 PM	The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		215	04/23/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 05/03/2018 06:50 PM	CAP Accepted		
			CAP Submitted ULRICA BOIJORT 04/20/2018 03:33 PM	Verification process for school year 2017-18 is currently ongoing. Going forward the process will completed by November 15th each school year. In order to comply a verification tool kit and reminder schedule has been downloaded from USDA's website.		
			Flagged Katie Hunter 03/23/2018 02:10 PM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application 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.		

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)		1216	04/23/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 05/03/2018 07:03 PM	CAP Accepted		
			CAP Submitted ULRIKA BOIJORT 04/23/2018 02:34 PM	12 hours of training has been completed. Attached please find copies of the training completed. Going forward 12 hours of annual training will be completed between July 1st and October 30 each school year.		
			Flagged Katie Hunter 03/23/2018 02:12 PM	School Nutrition Program directors are required to complete at least 12 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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</a> . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Food Service staff has completed training, Administrative Staff has not. Indicate the date of implementation.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review (400-408)	LEARNING COMMUNITY CHARTER SCHOOL	403	04/23/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 04/06/2018 10:07 AM	CAP Accepted		
			CAP Submitted LISA FEDOSH 03/28/2018 04:00 PM	Food Service was instructed that moving forward they will bring two different types of milk to the classrooms.		
			Flagged Katie Hunter 03/23/2018 02:11 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 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.		