

Administrative Review Report

ELYSIAN CHARTER SCHOOL - 080-06420 Hudson County

Findings and Corrective Action:

Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1210	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged Linda Scarpa 06/13/2017 10:34 AM</p>	<p>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.</p>
Site Name		
Form Name	On-Site Assessment Tool	
Question #	316	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged Linda Scarpa 06/13/2017 10:34 AM</p>	<p>Meal counts were incorrectly consolidated from the daily rosters to edit check worksheet and subsequently to the monthly claim. This error happened for both the Breakfast program and the lunch program.</p>
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1400	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged Linda Scarpa 06/13/2017 10:34 AM</p>	<p>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. 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. The Food Safety plan must be updated with signatures and dated for each SOP listed.</p>
Site Name	ELYSIAN CHARTER SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	318	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged Linda Scarpa 06/13/2017 10:35 AM</p>	<p>An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for 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. 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 count for lunch was taken at the beginning of the meal service line, before it could be</p>

Administrative Review Report

ELYSIAN CHARTER SCHOOL - 080-06420 Hudson County

		determined that the student selected a reimbursable meal.
Site Name	ELYSIAN CHARTER SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	325	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 06/13/2017 10:37 AM	
	Flagged Linda Scarpa 06/11/2017 06:58 PM	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. 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 state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and 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.
Site Name	ELYSIAN CHARTER SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	404	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 06/13/2017 10:37 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. Signage was missing at the point of service for the lower grade students.
Site Name	ELYSIAN CHARTER SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	409	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 06/13/2017 10:37 AM	At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern. 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 sizes were not listed on the production record for the week selected during the review period.
Site Name	ELYSIAN CHARTER SCHOOL	
Form Name	On-Site Assessment Tool - Site	
Question #	1403	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged Linda Scarpa 06/13/2017 10:37 AM	SFA did not have a copy of an updated written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that

Administrative Review Report

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		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.
	ELYSIAN CHARTER SCHOOL	
	On-Site Assessment Tool - Site	
	1404	
	Flagged	
	Flagged Linda Scarpa 06/13/2017 10:38 AM	SFA did not have both food safety inspections for 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 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.