

Principle Academy Charter-08006104 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards (On-Site Assessment Tool)	Principle Academy Charter-08006104	1216	04/27/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/21/2026 01:14 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KELLY SNYDER 04/21/2026 09:31 AM				
	Melissa~(part time, less than 20 hours) has completed her 4 hours training. This was completed 4/14. Juana~(works 20 hours a week) has completed her 6 hours of training that is required. This was completed 4/21/2026				
	Flagged by Lorena Paredes 03/27/2026 02:08 PM Full time food staff (working 20 hours or more per week) must have at least 6 hours of annual training that is relevant to their specific job duties. Part time food staff (working less than 20 hours per week) must have at least 4 hours of annual training that is relevant to their specific job duties. 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.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	Principle Academy Charter-08006104	1217	04/27/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/21/2026 01:13 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KELLY SNYDER 04/21/2026 09:14 AM				
	Documentation of training hours are now recorded in SOARS. Hours were recorded 4/14/2025.				
	We will continue to use Soars to record training.				
	Flagged by Lorena Paredes 03/27/2026 02:07 PM				
	No formal tracking document with topic codes and other pertinent information is being utilized to track hours.				
	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.				
School Breakfast and Summer Food Service Program Outreach	School Breakfast and Summer Food Service Program Outreach (Off-Site Assessment Tool) (1600H)	Principle Academy Charter-08006104	1601	04/27/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/21/2026 01:12 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KELLY SNYDER 04/16/2026 01:25 PM				
	We now have signage on the front office window and our website about the Summer Food Service Program. We will continue to have the information posted year round. This was implemented April 15th.				
Corrective Action History	Flagged by Lorena Paredes 03/27/2026 02:08 PM				
	SFAs 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: https://www.nj.gov/agriculture/divisions/fn/pdf/SFSPPromotionalFlyers2017.pdf				
	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.				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	Principle Academy Charter School-11503		04/27/2026	Flagged
Corrective Action History	Flagged by Lorena Paredes 03/27/2026 02:02 PM				
	Juice and an additional component was served every day. As per updated USDA regulations, no more than half of the weekly fruit or vegetable offerings may be in the form of juice. This exceeds the weekly allowance of juice for Afterschool Snack Program.				
	Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements.				
	Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Principle Academy Charter School-11503	325	04/27/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/21/2026 12:27 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KELLY SNYDER 03/30/2026 08:59 AM				
	When a student receives their meal, we will be more accurate with our daily counts. We will verify our daily counts for Lunch before submitting the claim. We will begin this 3/30/26, and will continue for now on. (we will recheck for the month of March before submitting the claim)				
	Flagged by Lorena Paredes 03/27/2026 02:07 PM Lunch on Jan 20, 2026: SFA had 259 meals on CEP Tally sheet marked but claimed 258. This caused an underclaim of one for the month of January. Lunch counts 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Principle Academy Charter School-11503	407	04/27/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/21/2026 01:12 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KELLY SNYDER 04/13/2026 10:34 AM				
	Our vendor is now aware of the that Romaine lettuce must be served as the dark green veggie instead of the iceberg lettuce. This was implemented on April 1st.				
	Flagged by Lorena Paredes 03/27/2026 02:07 PM				
Meal Components and Quantities - Review Period	Planned menu stated 2/27/25 had Romaine salad (from the dark green vegetable subgroup) as the vegetable but a tossed salad with iceberg lettuce (from the "other" vegetable subgroup) was sent instead.				
	When making substitutions to the planned lunch menu, the SFA must make sure the substitution is appropriate and will still provide a reimbursable meal. In addition, substitutions made for vegetables must still meet the weekly sub-group requirements. Since only once choice of vegetable is given daily, SFA must ensure that the substitution will still allow for the vegetable sub-groups to me met for the week.				
	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Principle Academy Charter School-11503	410	04/27/2026	CAP Accepted
	Corrective Action Plan: Accepted by Lorena Paredes 04/22/2026 01:00 PM				
	CAP Accepted				

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Corrective Action History	Corrective Action Plan: Submitted by KELLY SNYDER 04/22/2026 12:51 PM As of April 1, 2026, Each daily alternate meal now comes with a different daily veggie. (ex: for the week of April 13th, Monday: Cold corn cup 3/4c, Tuesday: Baby carrots 1c, Wednesday: cucumbers 3/4c, Thursday: 3 bean salad 3/4c, Friday: romaine salad 1c). This ensures that we meet the weekly veggie subgroups As of April 1, 2026, we are now ordering different daily alternative lunch meals to ensure the grain and meat/meat alternate oz equivalent for the week are met. (ex: for the week of April 13th, w/g sun butter & Jelly uncrustable, Turkey Ham & swiss cheese on w/g potato bun, turkey on w/g potato bun, sliced chicken & american cheese on w/w potato bun, Beef Bologna on w/w bun). This will ensure that we meet the weekly meat/meat alternate & Grains per week. We are reflecting these meals on the production sheets each day. We will continue ordering alternative lunches each day.
	Corrective Action Plan: Rejected by Lorena Paredes 04/21/2026 01:11 PM Please explain how ordering alternate lunch meals daily, rather than in bulk at the beginning of the week, will ensure that the weekly veggie subgroups are met. In addition, what change to the alternate meal itself has been made to ensure it meets the weekly Meat/Meat Alternate and Grains oz. equivalents. (For example, adding a cheese stick, serving with crackers, etc.). Indicate the date of implementation.
	Corrective Action Plan: Submitted by KELLY SNYDER 03/30/2026 09:20 AM We will be ordering 5 cold (alternate) lunch meals p/day to ensure that we meet the required Weekly vegetable subgroups. In addition, by ordering the 5 cold (alternate) lunch meals, this will meet the required weekly Meat/Meat alternate and the grains. We will begin the ordering 5 cold meals p/day 4/1/26.

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	Flagged by Lorena Paredes 03/27/2026 02:09 PM				
	LUNCH K-8 meal pattern: Weekly vegetable subgroups requirement for the daily alternate Sunbutter & Jelly (SB&J) meal were not met. SB&J is served with three bean salad each day of the week. Because SB&J is served with bean salad and offered daily as an alternate meal, it does not meet the vegetable subgroups for the week. In addition, this sandwich only credits as 1 oz equivalent Meat/Meat Alternate and 1.5 oz. equivalent Grains. As a daily item, the Sunbutter and Jelly sandwich does not meet the weekly required minimum M/MA and Grains equivalent. At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form website for specific component and minimum quantity requirements. Production records must document that both daily and weekly minimum quantities for each component are offered, including the requirement to serve the weekly vegetable subgroups (dark green, red/orange, beans/peas/lentils, starchy, other and additional to reach total). 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. This is first time violation for not meeting vegetable subgroups. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. This is a repeat violation for insufficient quantities for the Sunbutter and Jelly sandwich meal. A total of five SB&J sandwiches were served for the review week and will result in fiscal action as it is a Performance Standard 2 (PS2) violation. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	Principle Academy Charter School-11503	1407	04/27/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 04/21/2026 12:28 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by KELLY SNYDER 03/30/2026 09:13 AM				
	The HACCP book, SOP's will be signed and completed by 4/1/2026 to ensure the food safety plan is and will continue to be implemented. This will be completed every school year.				
	Flagged by Lorena Paredes 03/27/2026 02:09 PM				
	SFA had a Food Safety HACCP book on site but SOP's were not signed to indicate that the food safety plan is being implemented.				
	Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Group 1: CA Count (2)		Principle Academy Charter-08006104		04/27/2026	Flagged

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Corrective Action History	Flagged by Lorena Paredes 03/27/2026 10:26 AM Juice and an additional component was served every day. As per updated USDA regulations, no more than half of the weekly fruit or vegetable offerings may be in the form of juice. This exceeds the weekly allowance of juice for Afterschool Snack Program. Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
	Flagged by Lorena Paredes 03/27/2026 11:11 AM As discussed at the exit conference, violations were found for the After School Snack Program. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				

Report Selections

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