

Hoboken Dual Language Charter School-08006036 - 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
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	Hoboken Dual Language Charter School-08006036	126	07/25/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Erlisa Levin 07/07/2025 08:49 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Carmenza Economou 07/03/2025 01:55 PM</p> <p>Corrective Action Plan:</p> <p>Errors in Eligibility Determination</p> <p>General Strategy:</p> <p>This plan addresses errors identified in the determination of eligibility for free and reduced-price meals and snacks. The primary focus is to improve staff training, implement stricter review protocols, and ensure consistent application of federal guidelines across the School Food Authority (SFA).</p> <p>Findings and Corrective Actions:</p> <p>Finding 1: Application submitted with two incomes, and only one of them was verified. The applicant was asked for proof of the unverified income, and proof of income was received.</p> <ul style="list-style-type: none"> • Correction: All applications that include multiple sources of income will undergo a thorough verification of all reported income prior to eligibility determination. • Measures to Prevent Recidivism: All staff involved in application processing will receive mandatory training on verification procedures, with particular emphasis on the requirement to verify all sources of income reported on the application. Implementation Date: July 28, 2025 <p>Finding 2: Application submitted with income and SNAP case number; eligibility determination was made based on the applicant's income, rather than considering it free, as the applicant had a SNAP case number. The application's eligibility determination was changed from reduced to free.</p> <ul style="list-style-type: none"> • Correction: All applications with a valid SNAP case number will be automatically processed for free eligibility, regardless of reported income. 				

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	<p>• Measures to prevent recidivism:</p> <p>Staff will receive specific training on the hierarchy of eligibility criteria, clearly emphasizing that a valid SNAP case number prevails over income in determining free eligibility.</p> <p>Implementation Date: July 28, 2025</p> <p>Finding 3: The eligibility determination was made for an application using the net income owed rather than the applicant's gross income. The application was redetermined.</p> <p>• Correction: All income-based eligibility determinations will be made using the applicant's gross income as reported.</p> <p>• Measures to Prevent Recidivism:</p> <p>Comprehensive training will be provided to all relevant staff, clearly defining "gross income" and differentiating it from "net income" for eligibility determinations. Case studies demonstrating the correct calculation of gross income will be included.</p> <p>Implementation Date: July 28, 2025</p>				
	<p>Flagged by Erlisa Levin 06/27/2025 01:19 PM</p> <p>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 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments. *****The number of Certification and Benefit Errors are greater or equal to 10%, therefore an I</p>				
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	Hoboken Dual Language Charter School - Je-8787		07/25/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 07/07/2025 08:50 PM CAP Accepted				
	Corrective Action Plan: Submitted by Carmenza Economou 07/03/2025 01:56 PM Corrective Action Plan: Aftercare Program Monitoring This corrective action plan addresses the audit finding regarding the late completion of the initial on-site review of the aftercare program. The review, which should have been conducted during the first four weeks of operation, was conducted after this timeframe. <ul style="list-style-type: none"> • Action: We will conduct the first on-site review of the aftercare program during the first four weeks of operation of each school year. This will be communicated through a training session for all relevant Food and Nutrition Department staff, particularly those responsible for program oversight and monitoring. • Measures to Ensure Non-Recurrence: Calendar Integration: The requirement for the four-week initial review will be added as a recurring calendar event with automatic reminders for responsible staff. This will be integrated into the school's Google Calendar. Implementation Date: These corrective measures will be fully implemented by September 1, 2025, prior to the start of the aftercare programs for the following school year.				
	Flagged by Erlisa Levin 06/27/2025 01:19 PM "The program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area. 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."				
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	Hoboken Dual Language Charter School - Je-8787		07/25/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 07/07/2025 08:50 PM CAP Accepted				
	Corrective Action Plan: Submitted by Carmenza Economou 07/03/2025 01:58 PM Corrective Action: <ul style="list-style-type: none">New, laminated USDA/FNS non-discrimination posters will be distributed to every classroom utilized for the aftercare program. Preventative Measures: Regular Monitoring: Aftercare program staff and/or classroom supervisors will be responsible for daily checks to ensure the poster remains prominently displayed and visible in their respective aftercare classrooms. Implementation Date: These corrective measures will be fully implemented by September 1, 2025, before the start of the aftercare programs for the following school year.				
Flagged by Erlisa Levin 06/27/2025 01:19 PM The USDA/FNS approved non-discrimination poster must be prominently displayed and visible to program participants. As discussed at the exit conference findings were found in this area. 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.					
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	Hoboken Dual Language Charter School - Je-8787		07/25/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 10/28/2025 12:58 PM CAP Accepted				
	Corrective Action Plan: Submitted by Carmenza Economou 10/28/2025 12:58 PM Corrective Action Plan: Aftercare Program Monitoring This corrective action plan addresses the audit finding regarding the late completion of the initial on-site review of the aftercare program. The review, which should have been conducted during the first four weeks of operation, was conducted after this timeframe. <ul style="list-style-type: none"> Action: We will conduct the first on-site review of the aftercare program during the first four weeks of operation of each school year. This will be communicated through a training session for all relevant Food and Nutrition Department staff, particularly those responsible for program oversight and monitoring. Measures to Ensure Non-Recurrence: Calendar Integration: The requirement for the four-week initial review will be added as a recurring calendar event with automatic reminders for responsible staff. This will be integrated into the school's Google Calendar. Implementation Date: These corrective measures will be fully implemented by September 1, 2025, prior to the start of the aftercare programs for the following school year. Flagged by Erlisa Levin 10/28/2025 12:58 PM "The program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area. 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."				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	Hoboken Dual Language Charter School - Je-8787		07/25/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 10/28/2025 12:58 PM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Carmenza Economou 10/28/2025 12:58 PM					
	<p>Corrective Action:</p> <ul style="list-style-type: none"> New, laminated USDA/FNS non-discrimination posters will be distributed to every classroom utilized for the aftercare program. <p>Preventative Measures:</p> <p>Regular Monitoring: Aftercare program staff and/or classroom supervisors will be responsible for daily checks to ensure the poster remains prominently displayed and visible in their respective aftercare classrooms.</p> <p>Implementation Date: These corrective measures will be fully implemented by September 1, 2025, before the start of the aftercare programs for the following school year.</p>					
Corrective Action History	Flagged by Erlisa Levin 10/28/2025 12:58 PM					
	The USDA/FNS approved non-discrimination poster must be prominently displayed and visible to program participants. As discussed at the exit conference findings were found in this area. 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.					
	Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	Hoboken Dual Language Charter School - Je-8787		07/25/2025	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 10/28/2025 12:59 PM				
CAP Accepted						
Corrective Action Plan: Submitted by Erlisa Levin 10/28/2025 12:59 PM						
reviewed proper procedures						
Corrective Action History	Flagged by Erlisa Levin 07/02/2025 03:37 PM					
	Documentation must be maintained of Free/Reduced price eligibility for each student that receives a free or reduced price snack. As discussed at the exit conference findings were found in this area. 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.					
	Afterschool Snack Program	Afterschool Snack Program (Other Programs)	Hoboken Dual Language Charter School - Je-8787		07/25/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 10/28/2025 12:59 PM				
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	reviewed proper procedures				
	Flagged by Erlisa Levin 10/28/2025 12:58 PM				
	Documentation must be maintained of Free/Reduced price eligibility for each student that receives a free or reduced price snack. As discussed at the exit conference findings were found in this area. 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 Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Hoboken Dual Language Charter School - Je-8787	404	07/25/2025	CAP Accepted
	Corrective Action Plan: Accepted by Erlisa Levin 07/07/2025 08:49 PM				
	CAP Accepted				

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Corrective Action Plan: Submitted by Carmenza Economou 07/03/2025 01:55 PM

Corrective Action:

Develop Clear and Concise Signage:

To correct this outcome, we will develop and distribute clear, compliant signage for all classrooms participating in the Breakfast in the Classroom. This signage will explicitly list the required components of a reimbursable breakfast, making it easy for students and staff to identify what constitutes a complete meal.

- Create easily understandable signage that lists the components of a reimbursable breakfast, such as "Grain/Bread," "Fruit," and "Milk."
- Utilize visuals (e.g., pictures of common breakfast items) alongside text to enhance comprehension, especially for younger students.
- Ensure the signage is large enough to be easily readable by students from a reasonable distance.

To prevent recurrence and ensure continued compliance throughout the SFA, the following measures will be implemented:

- Integration and Incorporation into the School Food Program: In both SFAs, this signage requirement will be explicitly included in the initial training of school food service staff.
- Regular Communication Reminders: Regular reminders about the signage requirement will be sent to school and food service staff via email and during regular meetings.

Timeline: Ongoing, Signage Installation (August 19, 2024 - Before School Opening)

Corrective Action History

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	<p>Flagged by Erlisa Levin 06/27/2025 01:19 PM</p> <p>Signage must be posted at or near the beginning of the serving line/serving area identifying the components of the reimbursable breakfast. Posting only a monthly menu does not meet this requirement.</p> <p>Corrective Action Finding:</p> <p>Students eat breakfast in the classroom and signage was not available.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	Hoboken Dual Language Charter School - Je-8787	811	07/25/2025	CAP Accepted
	<p>Corrective Action Plan: Accepted by Erlisa Levin 07/07/2025 08:49 PM</p> <p>CAP Accepted</p>				

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Corrective Action History	Corrective Action Plan: Submitted by Carmenza Economou 07/03/2025 01:55 PM Corrective Action Plan: Display of the USDA "And Justice for All" Poster Corrective Action Plan: Display of the USDA "Justice for All" poster in all classrooms: The finding will be corrected by ensuring that a current USDA "And Justice for All" poster is prominently displayed and visible to students in <i>all</i> locations where federally assisted meals are served or made available. Given that breakfast is eaten in the classroom, this specifically includes every classroom where breakfast is consumed. This implementation will be applied to both schools. To prevent recurrence and ensure sustained compliance SFA-wide, the following measures will be implemented: <ul style="list-style-type: none"> • Annual Training and Awareness: <ul style="list-style-type: none"> ◦ Food Service Staff Training: Annually, during the back-to-school training for the Food Service Manager and staff, a dedicated segment will cover civil rights requirements, including the mandatory display of the "And Justice for All" poster. This training will emphasize the importance of its prominent display in all meal service areas, including classrooms. • Regular Monitoring and Verification: <ul style="list-style-type: none"> ◦ School-Level Self-Checks: The Food Service Manager will conduct monthly visual checks of all designated poster locations (classrooms, cafeterias) to ensure the posters remain on display, are current, and are in good condition. Any issues will be immediately rectified. 				
	Date of Implementation: Initial Implementation Complete By: August 19, 2025 (allowing for procurement and immediate distribution/display before the next school year begins)				
Flagged by Erlisa Levin 06/27/2025 01:19 PM SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students. Corrective Action Finding: Students eat breakfast in the classroom. The USDA "And Justice for All" poster is not displayed in the classrooms. 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.					
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	Hoboken Dual Language Charter School - Je-8787	1700	07/25/2025	CAP Accepted

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Corrective Action Plan: Accepted by Erisa Levin 07/07/2025 08:49 PM

CAP Accepted

Corrective Action Plan: Submitted by Carmenza Economou 06/24/2025 09:02 PM

Detailed Corrective Actions

Finding 1: Juice Portion Size

Description of Finding: The juice provided to aftercare students was 4 ounces, whereas the required portion size is 6 ounces according to program regulations.

Corrective Actions:

Communication with the vendor.

Action: Communicate with our vendor to ensure they understand and can consistently provide 6-ounce servings of juice that meet USDA guidelines for the After-School Snack Program.

Timeline: It will take effect immediately upon notification to the vendor and will be fully implemented by September 3, 2025.

Corrective Action History

Finding 2: Incomplete Snack Distribution

Description of Finding: Some students did not receive the full snack due to disliking one of the components, resulting in them only taking a partial snack.

Corrective Actions:

Standardized Snack Packaging (Bagging)

Action: All components of the After-School Snack will be pre-packaged together in individual bags or containers before distribution to students.

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	Timeline: Ongoing, starting September 3, 2025.
	Flagged by Erlisa Levin 06/23/2025 11:09 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