

VILLAGE CHARTER SCHOOL-08008140 - 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
Verification	Verification (Off-Site Assessment Tool) (200H)	VILLAGE CHARTER SCHOOL-08008140	202	03/30/2026	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 03/05/2026 05:35 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tara Pepe 02/27/2026 02:04 PM				
	The Determining Official and Confirming Official are two different people. The Confirming Official was accidentally entered as a second Determining Official in SNEARS. The Application Packet in SNEARS was corrected on 2/25/26 to remove the Confirming Official's name from the second Determining Official's spot. Date of implementation: 2/25/26				
	Flagged by Genel Cook-Wright 02/27/2026 12:43 PM The confirming official must be an individual who did not make the original eligibility determination on the applications. <u>Correcting Action Finding:</u> In SNEARS, the Determining Official is listed, and the same employee is also designated as the Confirming Official. 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	VILLAGE CHARTER SCHOOL-08008140	214	03/30/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 03/05/2026 04:54 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tara Pepe 02/27/2026 02:20 PM				
	The Determining/Verifying Official and Confirming Official are both reviewing the "Verification SY2025-2026" Training recording in SNEARS to ensure that all required notification timelines are understood and followed going forward. Timelines are being noted on the calendar as well in preparation for future Verifications. The training recording will be reviewed no later than 3/3/2026. Date of implementation: 3/3/26				
	Flagged by Genel Cook-Wright 02/27/2026 12:44 PM Changes in eligibility which result in increased benefit levels must be made as soon as possible, but no longer than 3 operating days of the date the SFA makes the final decision with verification. 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. Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. Corrective Action Findings: Application #52 was selected for verification. As a result of the verification process, the student's eligibility status changed from reduced-price to free. However, the household was not properly notified following the required 3-day notice period. Application #73 was selected for verification. As a result of the verification process, the student's eligibility status changed from reduced-price to paid. However, the household was not properly notified following the required 10-day notice period. 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	VILLAGE CHARTER SCHOOL-08008140	215	03/30/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 03/05/2026 04:54 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tara Pepe 02/27/2026 02:25 PM				
	The Verification process timelines are being entered into the calendar for both the Determining/Verifying Official and the Confirming Official to specifically note the dates to begin the process, provide 2nd notice, and the final deadline. In addition, both the Determining/Verifying Official and the Confirming Official are reviewing the "Verification SY2025-2026" Training recording in SNEARS to ensure that all Verification requirements are understood and followed going forward. Calendar reminders will be entered and the training recording will be reviewed no later than 3/3/26.				
	Date of implementation: 3/3/26				
	Flagged by Genel Cook-Wright 02/27/2026 12:43 PM				
	The SFA must complete the Verification Process which includes sending the "Verification Results 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.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	VILLAGE CHARTER SCHOOL-3261	319	03/30/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 03/05/2026 05:34 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tara Pepe 03/02/2026 08:20 AM				
	A Training was held before service on 3/2/26 in which the following were reviewed with all cashiers: OVS, Meal counting and claiming, as well as POS steps for correcting an error . Effective 3/2/26, the on site cook/manager will supervise the cashiers during breakfast and lunch to make sure the proper steps and regulations are being followed.				
	Flagged by Genel Cook-Wright 02/27/2026 03:29 PM				
	Excessive overrides used in the POS system indicate a problem with the computer and/or meal counting system for lunch. An explanation for the excessive overrides must be determined and corrected.				
Corrective Action Finding:					
	During the lunch service observation, the cashier incorrectly charged two students for reimbursable meals, even though the students were missing the required ½ cup fruit or vegetable component. These meals should have been charged à la carte. With assistance from the FSD, the cashier corrected the transactions and charged the students à la carte.				
	The state agency reviewer advised the SFA that the cashier must be retrained on proper procedures for identifying and charging à la carte meals.				
	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 Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	VILLAGE CHARTER SCHOOL-3261	401	03/30/2026	CAP Accepted

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	A Training was held before service on 3/2/26 in which the following were reviewed with all cashiers :OVS, Meal counting and claiming, as well as POS steps for correcting an error . Effective 3/2/26, the on site cook/manager will supervise the cashiers during breakfast and lunch to make sure the proper steps and regulations are being followed.				
	Flagged by Genel Cook-Wright 02/27/2026 03:40 PM				
	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch.				
	<u>Corrective Action Finding:</u>				
	On the day of the lunch observation, two students did not have reimbursable meals due to the absence of the required fruit or vegetable component. The cashier initially counted the meals as reimbursable. Fruit was offered to the students; however, they declined. The error was promptly identified, and the Food Service Director assisted the cashier in correcting the transaction. The meals were then appropriately recorded as à la carte purchases.				
	The SFA must ensure cashiers are properly trained to identify reimbursable meals and accurately process non-reimbursable items. Ongoing monitoring and clear procedures should be implemented to prevent similar errors in the future.				
	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 Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	VILLAGE CHARTER SCHOOL-3261	403	03/30/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 03/05/2026 04:55 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tara Pepe 03/02/2026 08:20 AM				
	Issue was immediately corrected on 2/25/26. At the end of the day, a meeting was held with the team and the process reiterated. Effective 3/2/26, the on site cook/manager will do a walk-through daily before service to make sure process is being followed.				
	Flagged by Genel Cook-Wright 02/27/2026 03:03 PM				
	A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk.				
	<u>Corrective Action Finding:</u>				
	On the day of observation at breakfast, there were two serving lines for grades K-1. The State agency reviewer observed that milk was not available on one of the serving lines at the start of meal service and notified the SFA. The SFA promptly corrected the issue by setting up two varieties of milk on that serving line.				
	Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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.				
	Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	VILLAGE CHARTER SCHOOL-3261	501	03/30/2026

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Corrective Action History	Corrective Action Plan: Accepted by Genel Cook-Wright 03/05/2026 05:35 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Tara Pepe 03/02/2026 08:20 AM				
	A Training was held before service on 3/2/26 in which the following were reviewed with all cashiers :OVS breakfast and lunch, Meal counting and claiming, as well as POS steps for correcting an error . Effective 3/2/26, the on site cook/manager will supervise the cashiers during breakfast and lunch to make sure the proper steps and regulations are being followed.				
	Flagged by Genel Cook-Wright 02/27/2026 03:40 PM				
	Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.				
	<u>Corrective Action Finding:</u>				
	Although the cashier received training on Offer versus Serve, additional training is needed to ensure staff can accurately identify a reimbursable meal under Offer versus Serve requirements.				
	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.				

Report Selections

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