

ECO CHARTER SCHOOL-08006232 - Corrective Action Report

| Form Name | Section | Form subsection | Site Name | Question # | Due Date | Status | |
|----------------------------------|--------------------------|--------------------------|---|---|------------|--------------|--|
| Off-Site Assessment Tool | Off-Site Assessment Tool | Civil Rights (800 - 807) | | 800 | 11/27/2017 | CAP Accepted | |
| Corrective Action History | | | CAP Accepted Lea Berry 11/06/2017 10:52 AM | CAP Accepted | | | |
| | | | CAP Submitted DONNA CAVICCHIA 11/03/2017 11:21 AM | The following non-discrimination statement has been added to all program materials, and be made available to the public: This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs. The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 . Additionally, program information may be made available in languages other than English. | | | |
| | | | Flagged Lea Berry 10/26/2017 09:44 AM | The SFA must use the most current non-discrimination statement on all program materials made available to the public. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below: http://www.fns.usda.gov/fns-nondiscrimination-statement . Explain, in detail, how the correct non discrimination statement will be incorporated in program materials 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) | | 803 | 11/27/2017 | CAP Accepted | |
| Corrective Action History | | | CAP Accepted Lea Berry 11/06/2017 10:49 AM | CAP Accepted | | | |
| | | | CAP Submitted DONNA CAVICCHIA 11/03/2017 11:30 AM | The ECO Charter School Board of Trustees will add to the existing complaint policy the requirement that at all complaints alleging discrimination in the school meal programs will be sent directly to the U.S. Department of Agriculture by mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410. The Director of Operations/Food Service Manager will report out weekly to the Business Administrator identifying complaints, should any exist. | | | |
| | | | Flagged Lea Berry 10/26/2017 09:47 AM | SFAs must have a procedure for receiving and processing complaints alleging discrimination in the school meal programs. Complaints can be verbal or written.. The USDA Program Discrimination Complaint Form (#148) can be used and is available on the Department Of Agriculture web site at: www.nj.gov/agriculture/applic/forms/#5 . Civil rights complaints can either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office. Complaints can also be sent directly to the U.S. Department of Agriculture by (1) mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov . 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 | |
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| Off-Site Assessment Tool | Off-Site Assessment Tool | School Breakfast and Summer Food Service Program Outreach (1600 - 1601) | | 1600 | 11/27/2017 | CAP Removed | |
| Corrective Action History | | | CAP Removed Lea Berry 10/24/2017 11:00 AM | CAP Removed | | | |
| | | | Flagged Lea Berry 10/19/2017 01:33 PM | SFAs must inform households of the availability of the School Breakfast Program at the beginning of the school year and send reminders about the program throughout the school year. Information can be included on printed material or menus that are distributed to households or can be posted on the SFA's 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. | | | |
| On-Site Assessment Tool - Site | On-Site Assessment Tool - Site | Meal Counting and Claiming - Review Period (322-325) | ECO Charter School | 325 | 11/27/2017 | CAP Accepted | |
| Corrective Action History | | | CAP Accepted Lea Berry 11/06/2017 10:53 AM | CAP Accepted | | | |
| | | | CAP Submitted DONNA CAVICCHIA 11/03/2017 11:12 AM | The human error was a communication issue. One student arrived to school late, went to the café to retrieve breakfast. The student informed the teacher in charge of the breakfast count, the teacher added the breakfast, but neglected to change the total number of breakfast meals consumed. This instance of human error was remediated and a new plan implemented on October 24, 2017. Going forward, meal totals will be counted by the teacher and the Director of Operations/Food Service Manager. | | | |
| | | | Flagged Lea Berry 10/26/2017 09:34 AM | Breakfast 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. This was human error and was not a systemic error. 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. | | | |
| | | | Flagged Lea Berry 10/23/2017 12:44 PM | Breakfast 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. This was human error and was not a systemic error. 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 - Site | On-Site Assessment Tool - Site | Meal Components and Quantities - Review Period (409-412) | ECO Charter School | 409 | 11/27/2017 | CAP Accepted | |

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| Corrective Action History | | | CAP Accepted Lea Berry 11/06/2017 10:48 AM | CAP Accepted | | | |
| | | | CAP Submitted DONNA CAVICCHIA 11/03/2017 11:34 AM | Our food provider, Preferred Meals, has been contacted regarding the forms that must be completed in order to insure all 5 components are being offered & provided. Starting with the week of September 23, 2017, Preferred Meals will complete form SP34 breakfast & SP34 lunch, the certification worksheet to ECO Charter School. | | | |
| | | | Flagged Lea Berry 10/26/2017 09:47 AM | At lunch and breakfast, 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. | | | |
| On-Site Assessment Tool - Site | On-Site Assessment Tool - Site | Food Safety, Storage and Buy American(1403 - 1410) | ECO Charter School | 1404 | 11/27/2017 | CAP Removed | |
| Corrective Action History | | | CAP Removed Lea Berry 10/24/2017 10:55 AM | CAP Removed | | | |
| | | | Flagged Lea Berry 10/23/2017 12:58 PM | | | | |
| Other Programs | Afterschool Snack Program | Eligibility (General Area) | ECO Charter School | | 11/27/2017 | CAP Accepted | |
| Corrective Action History | | | CAP Accepted Lea Berry 11/06/2017 10:49 AM | CAP Accepted | | | |
| | | | CAP Submitted DONNA CAVICCHIA 11/03/2017 11:22 AM | The snack program was discontinued on October 23, 2017. | | | |
| | | | Flagged Lea Berry 10/26/2017 09:45 AM | Snack counts must be properly counted and claimed.TheSnack Programmust be held after school and on-site. There must be aeducational component during theSnack Program. Snack was being given to the students as they walked out the door. 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. Indicate the date of implementation. | | | |