

# EAST ORANGE COMM CHARTER-08006410 - 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)   | EAST ORANGE COMM CHARTER-08006410 | 126        | 06/23/2025 | CAP Accepted |
| <b>Corrective Action History</b>   | Corrective Action Plan: Accepted by Katie Hunter 06/18/2025 12:45 PM<br>CAP Accepted  |                                   |            |            |              |
|                                    | Corrective Action Plan: Submitted by Lourdes Melendez 06/13/2025 02:28 PM<br>Form 64 and 255 was sent home on 06/12/2025  |                                   |            |            |              |
|                                    | Corrective Action Plan: Rejected by Katie Hunter 06/13/2025 09:58 AM<br><br>SFA did not provide Date of Correction on SFA-1 for 3 application errors. Please go to SFA-1 and provide the Date of Correction and reply in this Corrective Action Plan that the dates were completed.<br><br>2906F1/24/2025<br>• Income Amount or Source<br>• No SSN<br>Paid Received FreeF->P<br>2879F12/5/2024<br>• Child or Household Name<br>• Income Amount or Source<br>Paid Received FreeF->P<br>2848F11/21/2024 |                                   |            |            |              |
|                                    | Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 02:16 PM<br><br>Starting SY 2025-2026, any incomplete application will be returned to the family and not entered in the Mealttime software until completed and returned. For the incorrect determination we rely on the Mealttime Software. However, we will make sure that there are no data entry errors.<br><br>Date of implementation: July 2025<br><br>Staff responsible: Lourdes Melendez                                      |                                   |            |            |              |
|                                    | Flagged by Katie Hunter 05/22/2025 02:30 PM<br><br>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.) <b>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.</b>                              |                                   |            |            |              |
| Verification                       | Verification (On-Site Assessment Tool) (207H)   | EAST ORANGE COMM CHARTER-08006410 | 215        | 06/23/2025 | CAP Accepted |

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| Section                          | Form Subsection  | Sponsor/Site Name                 | Question # | Due Date   | Status       |
|----------------------------------|--|-----------------------------------|------------|------------|--------------|
| <b>Corrective Action History</b> | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:04 AM   |                                   |            |            |              |
|                                  | CAP Accepted   |                                   |            |            |              |
|                                  | Corrective Action Plan: Submitted by Lourdes Melendez 06/05/2025 11:28 AM  |                                   |            |            |              |
|                                  | The finding will be corrected by following the proper statutory period.  |                                   |            |            |              |
|                                  | Date of Implementation: October 1, 2025<br>Responsible Staff: Lourdes Melendez and Cassandra Bray  |                                   |            |            |              |
| <b>Civil Rights</b>              | Flagged by Katie Hunter 05/22/2025 02:26 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.  |                                   |            |            |              |
|                                  | Civil Rights (Off-Site Assessment Tool) (800H)   | EAST ORANGE COMM CHARTER-08006410 | 807        | 06/23/2025 | CAP Accepted |
|                                  | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:13 AM   |                                   |            |            |              |
|                                  | CAP Accepted   |                                   |            |            |              |
| <b>Corrective Action History</b> | Corrective Action Plan: Submitted by Lourdes Melendez 06/10/2025 01:10 PM  |                                   |            |            |              |
|                                  | The finding will be corrected by following the proper statutory period.  |                                   |            |            |              |
|                                  | Date of Implementation: October 15, 2025<br>Responsible Staff: Lourdes Melendez and Cassandra Bray   |                                   |            |            |              |
|                                  | Flagged by Katie Hunter 05/22/2025 02:30 PM  |                                   |            |            |              |
|                                  | The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a> . 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. |                                   |            |            |              |
| <b>Local School Wellness</b>     | Local School Wellness (Off-Site Assessment Tool) (1000H)   | EAST ORANGE COMM CHARTER-08006410 | 1005       | 06/23/2025 | CAP Accepted |

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| Section                               | Form Subsection  | Sponsor/Site Name                 | Question # | Due Date   | Status       |
|---------------------------------------|--|-----------------------------------|------------|------------|--------------|
| <b>Corrective Action History</b>      | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:04 AM   |                                   |            |            |              |
|                                       | CAP Accepted   |                                   |            |            |              |
|                                       | Corrective Action Plan: Submitted by Lourdes Melendez 06/05/2025 12:46 PM  |                                   |            |            |              |
|                                       | <p>Since the school did not have the triennial assessment on the implementation of the local school wellness policy, the corrective plan will be to start with school year 2025-2026 and follow the procedures detailed in the policy:</p> <p>Completion Date:</p> <p>1- Creation of the District Wellness Policy October 15, 2025</p> <p>2 - First Assessment April 30, 2025</p> <p>Responsible: Administrators, Social Services Department, Lourdes Melendez</p> |                                   |            |            |              |
|                                       | Flagged by Katie Hunter 05/22/2025 02:31 PM  |                                   |            |            |              |
|                                       | A copy of the most recent assessment of the implementation of the local school wellness policy was not provided. Form 357. The wellness policy must be assessed by the wellness committee, on a triennial basis or more recent depending on your local wellness policy. Provide the date the assessment was completed. In addition, upload a copy of the assessment to the documents tab.  |                                   |            |            |              |
| Food Safety, Storage and Buy American | Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)  | EAST ORANGE COMM CHARTER-08006410 | 1400       | 06/23/2025 | CAP Accepted |

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| Section                          | Form Subsection   | Sponsor/Site Name  | Question #                        | Due Date | Status     |
|----------------------------------|---|--|-----------------------------------|----------|------------|
| <b>Corrective Action History</b> | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:00 AM<br>CAP Accepted  |  |                                   |          |            |
|                                  | Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 01:53 PM<br><br>For SY 2025-2026 and thereafter, all students requesting substitute milk must have a medical note at the nurse office. Otherwise, request will be denied<br><br>Date of implementation: 09/03/2025<br><br>Staff responsible: Nurse and the Food Service department   |  |                                   |          |            |
| <b>Corrective Action History</b> | Flagged by Katie Hunter 05/22/2025 02:30 PM<br><br>Milk allergies medical documentation for 4 students at E. orange Comm III was not presented during audit. Only one student medical documentation was presented to SA from RN on-site.<br><br>A written document from a healthcare provider confirming a medical need or disability that requires a substitute for cow's milk is necessary.<br><br>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. 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. |  |                                   |          |            |
|                                  | School Breakfast and Summer Food Service Program Outreach   | School Breakfast and Summer Food Service Program Outreach (Off-Site Assessment Tool) (1600H) | EAST ORANGE COMM CHARTER-08006410 | 1601     | 06/23/2025 |

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| Section                                    | Form Subsection  | Sponsor/Site Name      | Question # | Due Date   | Status       |
|--|--|------------------------|------------|------------|--------------|
| <b>Corrective Action History</b>           | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:05 AM<br>CAP Accepted   |                        |            |            |              |
|  | Corrective Action Plan: Submitted by Lourdes Melendez 06/05/2025 12:48 PM<br><br>The SFA will post the flyers in the classroom dojo, the school website and will send copies to parents with the students book bags<br>Date of Implementation June 5, 2025<br>Responsible: IT Department, Administrators, Lourdes Melendez<br><br>Link to the flyer on school website:<br><a href="https://www.theeoccs.org/ourpages/auto/2025/6/5/48540027/Summer%20Meals%20Flyers.pdf">https://www.theeoccs.org/ourpages/auto/2025/6/5/48540027/Summer%20Meals%20Flyers.pdf</a><br><br>Flagged by Katie Hunter 05/22/2025 02:31 PM<br><br>SFA's 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: <a href="https://www.nj.gov/agriculture/divisions/fn/pdf/SFSPPromotionalFlyers2017.pdf">https://www.nj.gov/agriculture/divisions/fn/pdf/SFSPPromotionalFlyers2017.pdf</a> 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. |                        |            |            |              |
| Meal Counting and Claiming - Review Period | Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)   | E ORANGE COMM III-3149 | 324        | 06/23/2025 | CAP Accepted |

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| Section                                    | Form Subsection  | Sponsor/Site Name      | Question # | Due Date   | Status       |
|--|--|------------------------|------------|------------|--------------|
| <b>Corrective Action History</b>           | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:14 AM<br>CAP Accepted   |                        |            |            |              |
|  | Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 12:57 PM<br><br>Training was provided to the server at 44 Glenwood on how to properly complete the daily production record<br>Date of completion 05/22/2025<br>Training will be provided to all servers at the beginning of next school year<br>Date of completion August 2025<br>Staff Responsible Lourdes Melendez  |                        |            |            |              |
|  | To ensure that this finding is fully corrected a member of the Fiscal Office will review and initial at least on a weekly basis that all production records are properly computed<br>Date of completion: Week ending September 5, 2025<br>Staff Responsible: Fiscal Office<br><br>Flagged by Katie Hunter 05/22/2025 02:26 PM<br><br>When conducting edit checks, if questionable patterns in the free, reduced price, or paid counts appear at lunch, an explanation must be provided. 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.<br>The system for counting breakfast and lunch meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. The school did not have a reasonable explanation for patterns that were identified with the free, reduced and/or paid lunch counts, indicating questionable meal count practices. Since a flaw exists in the method of accountability immediate investigation and corrective action is necessary. 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. Fiscal action will be taken. An over claim may be assessed. |                        |            |            |              |
| Meal Counting and Claiming - Review Period | Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)   | E ORANGE COMM III-3149 | 325        | 06/23/2025 | CAP Accepted |

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| Section   | Form Subsection   | Sponsor/Site Name | Question # | Due Date | Status |
|---|---|-------------------|------------|----------|--------|
| <b>Corrective Action History</b>  | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:15 AM  |                   |            |          |        |
|   | CAP Accepted  |                   |            |          |        |
|   | Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 01:09 PM   |                   |            |          |        |
|   | To ensure that the finding is properly corrected we have implemented that the server at the end of the day review and compare the numbers on the production records (for lunch), the classroom rosters (breakfast) with the numbers recorded in the Point of Sale and make any necessary corrections. |                   |            |          |        |
|   | Date of implementation: 05/22/2025  |                   |            |          |        |
| Additional training will be provided again at the beginning of the school year 2025-2026  |   |                   |            |          |        |
| Date of implementation: August 2025   |   |                   |            |          |        |
| Staff responsible: Lourdes Melendez   |   |                   |            |          |        |
| Flagged by Katie Hunter 05/22/2025 02:27 PM   |   |                   |            |          |        |
| 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed. |   |                   |            |          |        |

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| Section  | Form Subsection   | Sponsor/Site Name      | Question # | Due Date   | Status       |
|--|---|------------------------|------------|------------|--------------|
| Meal Components and Quantities - Day of Review | Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)  | E ORANGE COMM III-3149 | 401        | 06/23/2025 | CAP Accepted |
| <b>Corrective Action History</b>               | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:15 AM<br>CAP Accepted  |                        |            |            |              |
|  | Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 01:13 PM<br><br>Training has been provided and a reminder sent to all other servers that a reimbursable must include five (components)<br>Date of implementation: 5/22/2025<br>Staff responsible: Lourdes Melendez   |                        |            |            |              |
|  | Flagged by Katie Hunter 05/22/2025 02:27 PM<br><br>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. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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)  | E ORANGE COMM III-3149 | 402        | 06/23/2025 | CAP Accepted |

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| Section  | Form Subsection   | Sponsor/Site Name      | Question # | Due Date   | Status       |
|--|---|------------------------|------------|------------|--------------|
| <b>Corrective Action History</b>               | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:17 AM<br>CAP Accepted  |                        |            |            |              |
|  | Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 01:29 PM<br><br>SFA will inform the Food Vendor that the menu has to always meet USDA Meal Pattern Charts. Food Vendor must submit menu monthly and five (5) days in advance. The SFA will review the monthly menu and compare it to the USDA Meal Patten to ensure that minimum requirement is met. If not, SFA will work with the Vendor to make modifications.<br><br>Date of implementation: September 3, 2025<br><br>Staff Responsible: Lourdes Melendez and Fiscal Office  |                        |            |            |              |
|  | Flagged by Katie Hunter 05/22/2025 02:28 PM   |                        |            |            |              |
|  | Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulatio<br>Portion sizes offered for each required breakfast component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product |                        |            |            |              |
| Meal Components and Quantities - Day of Review | Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)  | E ORANGE COMM III-3149 | 403        | 06/23/2025 | CAP Accepted |

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|---|---|------------------------|------------|------------|--------------|
| <b>Corrective Action History</b>  | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:16 AM<br>CAP Accepted  |                        |            |            |              |
|   | Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 01:17 PM<br><br>Requested Food Vendor to supply milk varieties<br>Date of Implementation: June 13, 2025<br>Staff Responsible: Lourdes Melendez |                        |            |            |              |
| Flagged by Katie Hunter 05/22/2025 02:27 PM<br><br>A minimum of two varieties of fluid milk must be offered throughout the breakfast and lunch 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. 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.<br><br>If milk substitutions are made for lunch, the SFA must offer allowable substitutes that meet USDA requirements. Juice or water are not acceptable substitutions. Refer to FNS Memo SP-07-2010, Q and As: Milk substitutions for Children with Medical or Special Dietary Needs available under Resources in SNEARS. 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)  | E ORANGE COMM III-3149 | 404        | 06/23/2025 | CAP Accepted |

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| Section   | Form Subsection  | Sponsor/Site Name | Question # | Due Date | Status |
|---|--|-------------------|------------|----------|--------|
| <b>Corrective Action History</b>  | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:17 AM                                     |                   |            |          |        |
|   | CAP Accepted   |                   |            |          |        |
|   | Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 01:22 PM                                |                   |            |          |        |
|   | SFA purchased bulletin boards for each site and posted all signs where they are visible to the students. |                   |            |          |        |
|   | Date of implementation: 06/03/2025   |                   |            |          |        |
| Staff Responsible: Building manager and Lourdes Melendez  |  |                   |            |          |        |
| Flagged by Katie Hunter 05/22/2025 02:27 PM   |  |                   |            |          |        |
| 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. 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.                                   |  |                   |            |          |        |
| 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 lunch. Posting only a monthly 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation. |  |                   |            |          |        |

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| Section   | Form Subsection  | Sponsor/Site Name      | Question # | Due Date   | Status       |
|---|--|------------------------|------------|------------|--------------|
| Meal Components and Quantities - Review Period  | Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)   | E ORANGE COMM III-3149 | 409        | 06/23/2025 | CAP Accepted |
| <b>Corrective Action History</b>  | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:03 AM<br>CAP Accepted   |                        |            |            |              |
|   | Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 01:42 PM  |                        |            |            |              |
|   | SFA is in contact with the Food Vendor to make sure that the lunch and breakfast meet the requirements. Monthly menu is received five days before the month starts and will be analyzed for such requirements. SFA will work with the Food vendor to make menu corrections for any meals not meeting the requirements. |                        |            |            |              |
|   | Date of implementation: 9/3/2025   |                        |            |            |              |
|   | Staff responsible: Lourdes Melendez and Fiscal Office  |                        |            |            |              |
| Flagged by Katie Hunter 05/22/2025 02:29 PM   |  |                        |            |            |              |
| 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 p |  |                        |            |            |              |
| At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, 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 w       |  |                        |            |            |              |
| Meal Components and Quantities - Review Period  | Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)   | E ORANGE COMM III-3149 | 410        | 06/23/2025 | CAP Accepted |

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| Section                                      | Form Subsection   | Sponsor/Site Name      | Question # | Due Date   | Status       |
|--|---|------------------------|------------|------------|--------------|
| <b>Corrective Action History</b>             | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:02 AM  |                        |            |            |              |
|  | CAP Accepted  |                        |            |            |              |
|  | Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 01:44 PM   |                        |            |            |              |
|  | SFA will work with Food Vendor to make sure the meals provided meet the requirements  |                        |            |            |              |
|  | Date of Implementation: 09/03/2025  |                        |            |            |              |
| <b>Corrective Action History</b>             | Staff responsible: Fiscal and Lourdes Melendez  |                        |            |            |              |
|  | Flagged by Katie Hunter 05/22/2025 02:29 PM   |                        |            |            |              |
|  | 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 Agricultures Form web site for specific component and minimum quantity requirements. 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 |                        |            |            |              |
|  | At breakfast, 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 Agricultures Form web site for specific component and minimum quantity requirements. 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. In       |                        |            |            |              |
|  |   |                        |            |            |              |
| Dietary Specifications and Nutrient Analysis | Dietary Specifications and Nutrient Analysis (On-Site Assessment Tool - Site) (603H)  | E ORANGE COMM III-3149 | 603        | 06/23/2025 | CAP Accepted |
| <b>Corrective Action History</b>             | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:11 AM  |                        |            |            |              |
|  | CAP Accepted  |                        |            |            |              |
|  | Corrective Action Plan: Submitted by Lourdes Melendez 06/10/2025 09:38 AM   |                        |            |            |              |
|  | Document was implemented on 06/05/2025  |                        |            |            |              |
|  | Flagged by Katie Hunter 05/22/2025 02:31 PM   |                        |            |            |              |
| <b>Corrective Action History</b>             | SFA failed to complete the USDA Menu Worksheet for breakfast or lunch. SA observed on-site that SFA started worksheet. TA given on-site and menu worksheet must be completed as part of Corrective Action. Upload menu worksheet as part of corrective action plan. Indicate date of implementation.  |                        |            |            |              |
|  |   |                        |            |            |              |
|  |   |                        |            |            |              |
|  |   |                        |            |            |              |
|  |   |                        |            |            |              |
| SFA/Sponsor On-Site Monitoring               | SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)  | E ORANGE COMM III-3149 | 901        | 06/23/2025 | CAP Accepted |

## EAST ORANGE COMM CHARTER-08006410 - 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 svstee

| Section  | Form Subsection  | Sponsor/Site Name | Question # | Due Date | Status |
|--|--|-------------------|------------|----------|--------|
| <b>Corrective Action History</b>   | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:01 AM                           |                   |            |          |        |
|  | CAP Accepted   |                   |            |          |        |
|  | Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 01:45 PM                      |                   |            |          |        |
|  | SFA will make sure that the on-site accountability is performed annually by the required date. |                   |            |          |        |
|  | Date of implementation: January 2026   |                   |            |          |        |
| Staff responsible: School Business Administrator   |  |                   |            |          |        |
| Flagged by Katie Hunter 05/22/2025 02:29 PM  |  |                   |            |          |        |
| <p>All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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> <p>The SFA must request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability review. 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> |  |                   |            |          |        |

## EAST ORANGE COMM CHARTER-08006410 - 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 svst

| Section  | Form Subsection  | Sponsor/Site Name      | Question # | Due Date   | Status       |
|--|--|------------------------|------------|------------|--------------|
| Food Safety, Storage and Buy American  | Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)   | E ORANGE COMM III-3149 | 1405       | 06/23/2025 | CAP Accepted |
| <b>Corrective Action History</b>   | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:04 AM   |                        |            |            |              |
|  | CAP Accepted   |                        |            |            |              |
|  | Corrective Action Plan: Submitted by Lourdes Melendez 06/05/2025 11:39 AM  |                        |            |            |              |
|  | Starting with the new school year the school will have at least two (2) food safety inspections. One will be on or about opening day and the other one during the school year. |                        |            |            |              |
|  | Completion date by September 15 and March 31, 2026   |                        |            |            |              |
| Responsible: Phiteau Charles, Facilities Manager and Lourdes Melendez  |  |                        |            |            |              |
| Flagged by Katie Hunter 05/22/2025 02:28 PM  |  |                        |            |            |              |
| 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. Corrective Action must be applied SFA-wide. |  |                        |            |            |              |
| 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.  |  |                        |            |            |              |
| Food Safety, Storage and Buy American  | Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)   | E ORANGE COMM III-3149 | 1406       | 06/23/2025 | CAP Accepted |

## EAST ORANGE COMM CHARTER-08006410 - 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 system-wide.

| Section  | Form Subsection  | Sponsor/Site Name  | Question #             | Due Date | Status     |              |
|--|--|--|------------------------|----------|------------|--------------|
| <b>Corrective Action History</b>   | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:01 AM   |  |                        |          |            |              |
|  | CAP Accepted   |  |                        |          |            |              |
|  | Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 01:48 PM  |  |                        |          |            |              |
|  | SFA has contacted the city to perform an additional food safety inspection. No date scheduled yet. For SY 2025-2026 two inspections will be performed  |  |                        |          |            |              |
|  | Date of implementation: September 2025 and march 2026<br>Staff Responsible: Facility Manager and Lourdes Melendez  |  |                        |          |            |              |
| <b>Corrective Action History</b>   | Flagged by Katie Hunter 05/22/2025 02:30 PM  |  |                        |          |            |              |
|  | No food safety inspection report was posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected. Corrective Action must be applied SFA-wide. Indicate date of implementation.   |  |                        |          |            |              |
|  | Food Safety, Storage and Buy American  | Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H) | E ORANGE COMM III-3149 | 1407     | 06/23/2025 | CAP Accepted |
|  | <b>Corrective Action History</b>   | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:18 AM           |                        |          |            |              |
|  |  | CAP Accepted   |                        |          |            |              |
| Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 01:34 PM  |  |  |                        |          |            |              |
| One HACCP manual will be placed at every site where food is served and the standard operating procedures will be followed. |  |  |                        |          |            |              |
| Date of implementation: 06/12/2025<br>Staff responsible: Lourdes Melendez  |  |  |                        |          |            |              |
| <b>Corrective Action History</b>   | Flagged by Katie Hunter 05/22/2025 02:28 PM  |  |                        |          |            |              |
|  | SFA did not have a food safety plan 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. |  |                        |          |            |              |
|  | Food Safety, Storage and Buy American  | Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H) | E ORANGE COMM III-3149 | 1409     | 06/23/2025 | CAP Accepted |

## EAST ORANGE COMM CHARTER-08006410 - 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 system-wide.

| Section                          | Form Subsection  | Sponsor/Site Name                 | Question # | Due Date   | Status       |
|----------------------------------|--|-----------------------------------|------------|------------|--------------|
| <b>Corrective Action History</b> | Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:18 AM   |                                   |            |            |              |
|                                  | CAP Accepted   |                                   |            |            |              |
|                                  | Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 01:38 PM  |                                   |            |            |              |
|                                  | Training will be provided for proper storage and bins will be available at all sites   |                                   |            |            |              |
|                                  | Date of implementation June 13, 2025   |                                   |            |            |              |
|                                  | Staff Responsible: Maintenance   |                                   |            |            |              |
|                                  | Flagged by Katie Hunter 05/22/2025 02:28 PM  |                                   |            |            |              |
|                                  | Observations on the day of review indicated storage violations. 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 (5)            |  | EAST ORANGE COMM CHARTER-08006410 |            | 06/23/2025 | CAP Accepted |

# EAST ORANGE COMM CHARTER-08006410 - 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 svstse

|                                  |   |
|----------------------------------|---|
| <b>Corrective Action History</b> | <p>Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 09:49 AM</p> <p>CAP Accepted</p>   |
|                                  | <p>Corrective Action Plan: Submitted by Lourdes Melendez 06/11/2025 02:38 PM</p> <p>For SY 2025-2026 all staff returned for pre-service training during the last two (2) weeks of August. Training will be provided to all staff during the period</p> <p>Date of Completion August 15-August 31</p> <p>Staff Responsible: Administrators and Food Service Staff</p>  |
|                                  | <p>Flagged by Katie Hunter 05/22/2025 02:32 PM</p> <p>Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="https://theicn.org/">https://theicn.org/</a>. 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.</p> |
|                                  | <p>Flagged by Katie Hunter 05/22/2025 02:32 PM</p> <p>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..</p>   |
|                                  | <p>Flagged by Katie Hunter 05/22/2025 02:32 PM</p> <p>School Nutrition Program managers are required to complete at least 10 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="https://theicn.org/">https://theicn.org/</a>. Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.</p>   |
|                                  | <p>Flagged by Katie Hunter 05/22/2025 02:32 PM</p> <p>School Nutrition Program directors are required to complete at least 12 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="https://theicn.org/">https://theicn.org/</a>. Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.</p>  |
|                                  | <p>Flagged by Katie Hunter 05/22/2025 02:32 PM</p> <p>New food service directors hired on or after July 1, 2015 must meet specific education/experience requirements. Minimum hiring standards are based on the SFA's total student enrollment. If the SFA has less than 500 students enrolled, approval from the State agency must be obtained for a candidate who meets the education standards, but may have less than the required experience. For guidance, refer to the the following link: <a href="https://fns-prod.azureedge.us/sites/default/files/resource-files/Professional_Standards_Flyer.pdf">https://fns-prod.azureedge.us/sites/default/files/resource-files/Professional_Standards_Flyer.pdf</a>. 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..</p>  |

## EAST ORANGE COMM CHARTER-08006410 - 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

**Report Selections**

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