

LADY LIBERTY ACAD CHARTER-08007100 - 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	02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:32 PM	CAP Accepted			
			CAP Submitted HYACINTH WATKINS 01/25/2018 09:56 AM	Lady Liberty Academy Charter School's non-discrimination statement is posted on the school's website, www.llacs.org. All materials/documents made available to the public has the non-discrimination statement effective December 1, 2017.			
			Flagged Katie Hunter 12/29/2017 01:49 PM	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	Local School Wellness (1000 - 1006)		1001	02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:32 PM	CAP Accepted			
			CAP Submitted HYACINTH WATKINS 01/25/2018 10:13 AM	The Local School Wellness Policy was updated and approved by the Board of Trustee on December 19, 2017. The Wellness Policy has been implemented and posted on the School's Website.			
			Flagged Katie Hunter 12/29/2017 01:49 PM	The Local School Wellness Policy must be made available to the public (including parents, students and others in the community). Acceptable methods include disseminating a printed copy or posting a copy on the SFA's school 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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness (1000 - 1006)		1002	02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:35 PM	CAP Accepted			
			CAP Submitted HYACINTH WATKINS 01/25/2018 11:04 AM	The Local School Wellness Policy will be reviewed and updated annually by the School's Wellness Committee and any changes will be approved by the Board.			
			Flagged Katie Hunter 12/29/2017 01:49 PM	The Local School Wellness Policy must be reviewed and updated periodically. An example would be to update the policy at an annual stakeholders' meeting. 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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness (1000 - 1006)		1006	02/01/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:35 PM	CAP Accepted		
			CAP Submitted HYACINTH WATKINS 01/25/2018 10:42 AM	The Local School Wellness Policy has been posted on the School Website, copies of the policy have been distributed to staff, students and parents effective December 2017.		
			Flagged Katie Hunter 12/29/2017 01:49 PM	SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school 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.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Professional Standards (1200 - 1211)		1208	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:36 PM	CAP Accepted		
			CAP Submitted HYACINTH WATKINS 01/25/2018 12:32 PM	The Primero Edge Teamwork Training Tracker tool will be implemented and monitored by Assistant School Business Administrator. Effective January 2018 all Food Service staff training hours will be entered into the PrimeroEdge system.		
			Flagged Katie Hunter 12/29/2017 01:50 PM			
			Flagged Katie Hunter 11/20/2017 11:37 AM	SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee name, school, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. It is mandatory, if being reviewed, that the Primero Edge Teamwork training tracker tool (accessed through SOARS) be used. 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.		
Off-Site Assessment Tool	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)		1601	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:36 PM	CAP Accepted		
			CAP Submitted HYACINTH WATKINS 01/25/2018 12:10 PM	The Summer Food Service Program link is posted on the school's website, ww.llacs.org. This was implemented December 1, 2017.		
			Flagged Katie Hunter 12/29/2017 01:50 PM	SFA 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 web site: http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf . 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	On-Site Assessment Tool	Civil Rights (809 - 810)		810	02/01/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:35 PM	CAP Accepted		
			CAP Submitted HYACINTH WATKINS 01/25/2018 11:33 AM	Lady Liberty Academy Charter School's non-discrimination statement is posted on the school's website, www.llacs.org. All materials/documents made available to the public has the non-discrimination statement effective December 1, 2017.		
			Flagged Katie Hunter 12/29/2017 01:50 PM			
			Flagged Katie Hunter 11/20/2017 12:35 PM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement . 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	On-Site Assessment Tool	Professional Standards (1212 - 1221)		1215	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:31 PM	CAP Accepted		
			CAP Submitted HYACINTH WATKINS 01/25/2018 09:39 AM	Lady Liberty Academy currently does not have a Food Service Director. Lady Liberty Academy will ensure that anyone hires as a Food Service Director must complete the 8 hours of training within 30 days of hire.		
			Flagged Katie Hunter 12/29/2017 01:48 PM	The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at www.instituteofchildnutrition.org or the SFA can choose their own online or in person training resource to obtain the required food safety training. 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 when the food safety training will be completed.		
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)		1216	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:36 PM	CAP Accepted		
			CAP Submitted HYACINTH WATKINS 01/25/2018 12:35 PM	Lady Liberty Academy currently does not have a Food Service Director. Lady Liberty Academy will ensure that anyone hires as a Food Service Director must complete the 12 hours of training within 30 days of hire.		
			Flagged Katie Hunter 12/29/2017 01:50 PM	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: http://professionalstandards.nal.usda.gov/ . 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.		

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)		1217	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:34 PM	CAP Accepted		
			CAP Submitted HYACINTH WATKINS 01/25/2018 10:28 AM	Lady Liberty Academy currently does not have a Food Service Manager. Lady Liberty Academy will ensure that anyone hires as a Food Service Manager must complete the 8 hours of training within 30 days of hire.		
			Flagged Katie Hunter 12/29/2017 01:49 PM	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: http://professionalstandards.nal.usda.gov/ . 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.		
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)		1218	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:32 PM	CAP Accepted		
			CAP Submitted HYACINTH WATKINS 01/25/2018 10:08 AM	All full-time Food Service Staff are required to complete 6 hours of annual training. The staff has been assigned additional training for the 2017-2018 school year since the AR review. The Assistant Business Administrator will monitor and document the training done by the Food Service Staff in SOARS effective immediately.		
			Flagged Katie Hunter 12/29/2017 01:49 PM	Full time School Nutrition Program staff 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: http://professionalstandards.nal.usda.gov/ . 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.		
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards (1212 - 1221)		1221	02/01/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:33 PM	CAP Accepted		
			CAP Submitted HYACINTH WATKINS 01/25/2018 10:18 AM	All full-time Food Service Staff are required to complete 6 hours of annual training. The staff has been assigned additional training for the 2017-2018 school year since the AR review. The Assistant Business Administrator will monitor and document the training done by the Food Service Staff in SOARS effective immediately.		
			Flagged Katie Hunter 12/29/2017 01:49 PM	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: http://professionalstandards.nal.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..		
On-Site Assessment Tool	On-Site Assessment Tool	Food Safety, Storage and Buy American (1400 - 1402)		1400	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:33 PM	CAP Accepted		
			CAP Submitted HYACINTH WATKINS 01/25/2018 10:23 AM	HACCP Standard Operating procedures have been updated as of December 2017.		
			Flagged Katie Hunter 12/29/2017 01:49 PM	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. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. 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 - Day of Review (400-408)	LADY LIBERTY ACADEMY	403	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:34 PM	CAP Accepted		
			CAP Submitted HYACINTH WATKINS 01/25/2018 10:35 AM	A minimum of two varieties of fluid milk is offered throughout the breakfast and lunch service lines and in the classrooms effective November 2017.		
			Flagged Katie Hunter 12/29/2017 01:49 PM	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 low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. 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	Civil Rights (811-812)	LADY LIBERTY ACADEMY	811	02/01/2018	CAP Accepted

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Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:34 PM	CAP Accepted		
			CAP Submitted HYACINTH WATKINS 01/25/2018 10:26 AM	The USDA "And Justice for All" posters are displayed in all classrooms and cafeteria where meals are served effective December 2017.		
			Flagged Katie Hunter 12/29/2017 01:49 PM	SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students for classroom feedings. 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)	LADY LIBERTY ACADEMY	1404	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:35 PM	CAP Accepted		
			CAP Submitted HYACINTH WATKINS 01/25/2018 10:37 AM	Two inspections have occurred in the 2017-2018 school year, inspections dated 7/21/2017 and 11/20/2017.		
			Flagged Katie Hunter 12/29/2017 01:49 PM			