

Peoples Preparatory Charter High School-08006057 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance		101	02/01/2018	CAP Removed
Corrective Action History			CAP Removed Katie Hunter 09/21/2018 02:18 PM	CAP Removed		
			CAP Accepted Katie Hunter 02/16/2018 12:27 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 02/01/2018 11:52 AM	The SFA's co-Executive Directors have deemed the its Manager of School Operations shall determine eligibility for its free and reduced price meals. these changes should be reflected in SNEARS.		
			Flagged Katie Hunter 12/29/2017 01:00 PM	The official(s) designated by the SFA to make eligibility determinations on its behalf for free and reduced price meals must be the same as the person documented on the approved Agreement and Policy Statement in SNEARS. The SFA must amend its Agreement and Policy Statement in SNEARS to reflect the actual person who is the determining official.		
Off-Site Assessment Tool	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach		1601	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:25 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 01/30/2018 02:53 PM	The SFA has created a powerpoint that shares with families website links and phone numbers to places that are running summer food programs. In addition, the SFA also included website links and telephone numbers for SNAP Benefits as well local food banks. These resources have been shared as a part of our Parent-Teacher Conferences, Parent Council meetings, sent via "backpack mailings" with students and will be available for families as a resource on our revamped website debuting in February 2018. The SFA has corrected this measure by designating a member of the Food Service team to check in on a quarterly basis for up/outdated resources for families and will review the website link athttp://www.state.nj.us/agriculture/divisions/fn/childadult/summer_food.html to share the most up to date food service sponsors.		
			Flagged Katie Hunter 12/29/2017 01:00 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.		

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	People's Preparatory Charter School	901	02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:07 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 01/31/2018 03:57 PM	The SFA conducted its Onsite review of the lunch program on 1.30.18. Moving forward the SFA representatives will conduct formal and informal reviews utilizing Forms 211, 293 and 365 as well as its SOPs			
			Flagged Katie Hunter 12/29/2017 12:57 PM	SFAs must conduct an on-site accountability review prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#211) must be used. The SBP On-Site Accountability Review Form (#293) 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. Indicate the date of implementation.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance		103	02/01/2018	CAP Removed	
Corrective Action History			CAP Removed Katie Hunter 09/21/2018 02:10 PM	CAP Removed			
			CAP Accepted Katie Hunter 02/16/2018 12:11 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 02/01/2018 09:57 AM	The SFA representative has reviewed the Certification and Benefit Issuance Determination webinar available on the SNEARS website. As a CEP school, we do not collect applications but do send families household surveys to collect additional information. Student's previous year free or reduced price eligibility is carried over into the new school year for the first 30 days or until new eligibility determination is made; whichever occurs first. The SFA will continue to utilize a Mater Eligibility list to update student free or reduced price eligibility status.			
			Flagged Katie Hunter 12/29/2017 12:58 PM	A student's free or reduced price eligibility from the prior academic school year must be carried over into the current school year for up to 30 operating days beginning on the first operating day of school or until a new eligibility determination is made in the current school year, whichever comes first. It is strongly suggested that a SFA representative view the Certification & Benefit Issuance Determining Officials webinar, which can be located in the Training Tab in SNEARS, in order to fully understand the free and reduced price application process. 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	Certification and Benefit Issuance		105	02/01/2018	CAP Removed	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Removed Katie Hunter 09/21/2018 02:15 PM	CAP Removed		
			CAP Accepted Katie Hunter 02/16/2018 12:22 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 01/30/2018 11:18 PM	Duties have now been shared across the food service team to include one person that is responsible for determining, a second person, certifying statuses and then notifying families of their status. By hiring an additional person to help with running the food service program this is no longer a one person task and can be completed in a much faster timeline. This change is effective January 1, 2018 after a 60 day probationary period of the new food service employee. The first iteration of this new system will be assessed during collection of updated applications that will be available for families to resubmit during Parent-Teacher conferences scheduled for February 6 and 7, 2018.		
			Flagged Katie Hunter 12/29/2017 12:59 PM	Applications must be reviewed in a timely manner. The eligibility determination must be made, the household notified of their status, and the status implemented, within 10 operating days of the receipt of the application. It is strongly suggested that a SFA representative watch the Certification & Benefit Issuance Determining Officials webinar for further training, which can be found in SNEARS under the Training Tab. 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	Certification and Benefit Issuance		106	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:14 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 01/31/2018 03:24 PM	The SFA representative reviewed the Certification & Benefit Issuance Determining Officials webinar to ensure that only persons directly connected with the administration and enforcement of the Child Nutrition Program have access to student's eligibility. This correction has been implemented and will continue to be followed as according to guidelines outlined in the webinar.		
			Flagged Katie Hunter 12/29/2017 12:59 PM	Only person(s) directly connected with the administration or enforcement of the Child Nutrition Program may have access to students' eligibility information, without parental consent. It is strongly suggested that a SFA representative watch the Certification & Benefit Issuance Determining Officials webinar, which can be found in SNEARS in the Training Tab, for further guidance. 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	Certification and Benefit Issuance		107	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 12:12 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 02/01/2018 10:31 AM	The SFA representative has reviewed the Certification & Benefit Issuance Determining Officials webinar located on the SNEARS website. As a CEP school, we do not collect lunch applications however, we do collect additional student information via household surveys. Students that are denied are provided written documentation about their student's eligibility. The SFA will continue to use its Master Eligibility list to keep track of students and their determinations.			
			Flagged Katie Hunter 12/29/2017 12:58 PM	The SFA must notify households of the students' eligibility for free or reduced price meals. It is strongly suggested that a SFA representative watch the Certification & Benefit Issuance Determining Officials webinar, which can be located in SNEARS under the Training Tab, for further guidance. 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. The SFA must provide written notification to each household of the denied benefits. The notification must advise the household of the reason for denial, the right to appeal, and the ability to reapply for benefits at any time during the school year. It is strongly suggested that a SFA representative watch the Certification & Benefit Issuance Determining Officials webinar, which can be located in SNEARS under the Training Tab, for further guidance. 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	Meal Counting and Claiming		310	02/01/2018	CAP Removed	
Corrective Action History			CAP Removed Katie Hunter 12/29/2017 11:08 AM	CAP Removed			
			Flagged Katie Hunter 12/29/2017 11:08 AM	#310 must be completed.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Meal Counting and Claiming		311	02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:23 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 01/31/2018 12:48 PM	The SFA has two locations where breakfast options are served. The SFA has recently moved from utilizing its former point of sale system, FSS, to now utilizing SwipeK12 as a point of sale for meal services. With two stations set, the SFA has a designated staff member assigned to the point of sale system that ensures that students going through the meal service lines are swiping in to account for fully reimbursable meals for students. The system then consolidates those numbers and gives the SFA the number of breakfasts and lunches served on a daily basis. As a back up, the SFA still utilizes the manual counters that it purchased in October 2017 to ensure that meals are accurately accounted for.			
			Flagged Katie Hunter 12/29/2017 12:59 PM	Each site's meal counts by category must be consolidated and reviewed by the certifier and accurately entered in the reimbursement claim. 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	Certification and Benefit Issuance		108	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 12:14 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 01/31/2018 12:01 PM	The hearing officials for the SFA are the Co-Executive Directors Jess Rooney and Keith Robinson. With the hire of an additional food service employee the SFA is able to better delineate duties so that the approval and verification process is handled separately from any concerns that may warrant a hearing. This change has been implemented as of November 2017.		
			Flagged Katie Hunter 12/29/2017 12:59 PM	The hearing official can not be a person involved with the application approval or the verification process. 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	Certification and Benefit Issuance		109	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:16 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 02/01/2018 11:56 AM	The SFA's co-Executive Directors have deemed its Manager of School Operations as the person responsible for issuing and updating the benefit list after direct certifications are ran.		
			Flagged Katie Hunter 12/29/2017 12:59 PM	#109 must be completed.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance		113	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:26 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 02/01/2018 11:43 AM	The SFA has reviewed the Certification & Benefit Issuance Determining Officials webinar available in SNEARS. At this time only persons directly connected to the School's administration and enforcement of the School Nutrition Program has access to student eligibility information. With the hire of an additional food service staffer more attention can be followed to ensure that all policies and procedures are followed.		
			Flagged Katie Hunter 12/29/2017 01:00 PM	Only persons directly connected with the administration or enforcement of the School Nutrition Program may have access to student eligibility information. It is strongly suggested that a SFA representative review the Certification & Benefit Issuance Determining Officials webinar, which can be located in SNEARS in the Training Tab, in order to fully understand the free and priced price application process. 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	Certification and Benefit Issuance		115	02/01/2018	CAP Removed

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Corrective Action History			CAP Removed Katie Hunter 09/21/2018 02:07 PM	CAP Removed		
			CAP Accepted Katie Hunter 02/16/2018 12:06 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 01/22/2018 09:20 AM	As a CEP school, all students consume meals on campus for free however, we do collect additional income information via surveys for school funding, fee waivers and test preparation purposes. This is completed by uploading all enrolled student data into SNEARS for direct certification verification. Students that receive SNAP or TANF benefits are then added to the MEL and then all other students are asked to complete a survey. Students that complete a survey are then determined and certified and added to the MEL as well.		
			Flagged Katie Hunter 12/29/2017 12:57 PM	#115 must be completed		
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance		116	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:27 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 02/01/2018 11:55 AM	BIDs were transferred to the SFA's new system when student profiles were created. Moving forward the SFA will continue to update the point of sale system within a 10 day period of a new student arrival, transfer or withdrawal.		
			Flagged Katie Hunter 12/29/2017 01:00 PM	#116 must be completed.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance		117	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:12 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 02/01/2018 10:47 AM	The SFA recently moved from utilizing Food Service Solution, Inc as a point of sales system to SwipeK12. The SFA uploaded students statuses based on its Master eligibility list and student statuses. The SFA will continue to update the MEL and point of sales system as it receives updated information from families.		
			Flagged Katie Hunter 12/29/2017 12:58 PM	#117 must be completed.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance		120	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:15 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 02/01/2018 11:22 AM	With the addition of a new employee the point of service and benefit issuance documents will be updated along with the MEL any time that a new student enters the school, a student transfers or withdraws.		
			Flagged Katie Hunter 12/29/2017 12:59 PM	SFAs must update the point of service and benefit issuance documents when new students are approved, students transfer or withdraw and/or if a new certification document (DC/application) is not approved by the end of the 30 day carryover 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.		
Other Programs	Afterschool Snack Program	Afterschool Snack Program	People's Preparatory Charter School		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 12:10 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 02/01/2018 12:04 PM	The SFA has since worked with its vendor, Karson Foods to ensure that it is receiving production records for snacks on a daily basis as well as implementing tools like tic sheets for staffers to use to tally the total number of snacks given out during any given day.			
			Flagged Katie Hunter 12/29/2017 12:58 PM				
Other Programs	Afterschool Snack Program	Afterschool Snack Program	People's Preparatory Charter School		02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:21 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 01/30/2018 11:29 PM	The SFA has reached out to its vendor, Karson Foods to request that production records are included with breakfast and lunch production records. In addition, we have asked that snacks meet the 2 component requirement for students---milk, meat/meat alternative, fruit or fruit juice, whole grain or cereal. Steps that are being taken to ensure that this does not occur again is that a tracker has been created to ensure that there are production records for all three meal services per day, an on-site assessment has been conducted to review the afterschool snack program and the SFA has implemented a Snack Tic Sheet to be completed by teachers during Tuesday, Wednesday, and Thursday services and are then completed by member of the food service team during distribution on Mondays and Fridays.			
			Flagged Katie Hunter 12/29/2017 12:59 PM	Production records must be completed daily and maintained for a minimum of three years. 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. Snacks claimed for reimbursement must meet the 2 component per student requirements. 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. 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. Indicate the date of implementation.			
Other Programs	Afterschool Snack Program	Afterschool Snack Program	People's Preparatory Charter School		02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:09 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 01/31/2018 04:18 PM	The SFA, reached out to the Dept of Agriculture to request "Justice for All" posters for the school. Since receiving them, posters have been displayed in various areas of the school to ensure that students and families are aware of their rights and the appropriate offices to contact.			
			Flagged Katie Hunter 12/29/2017 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. 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	Food Safety, Storage and Buy American		1400	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:13 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 02/01/2018 11:17 AM	The SFA has updated it's Biosecurity Manual and SOPs to include monitoring, corrective action, and record keeping procedures. The SFA utilized templates and guidelines from the NJDOA website for guidance on completing the required manuals.		
			Flagged Katie Hunter 12/29/2017 12:58 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	Food Safety, Storage and Buy American	People's Preparatory Charter School	1404	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:20 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 02/01/2018 11:32 AM	The SFA was able to get copies of the the previous two food safety inspections and was able to confirm that a new food safety inspection was scheduled by the NPS school that it is co-located with. The SFA will be sure to request copies of the food safety inspection report from it co-located partner or from the department of health directly.		
			Flagged Katie Hunter 12/29/2017 12:59 PM	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. 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.		

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	People's Preparatory Charter School	1405	02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:24 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 02/01/2018 11:38 AM	The SFA has confirmed that its co-located school has scheduled a food safety inspection. The SFA has indeed posted both sanitation records in a visible location near its food service line. The SFA will request copies of the updated food inspection certification after its completion. If the SFA is unable to obtain a copy it will request a copy of the certification directly from the Dept of Health or it will request a food safety inspection through the Department of Health.			
			Flagged Katie Hunter 12/29/2017 01:00 PM	Either only one, none or an outdated 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Food Safety, Storage and Buy American	People's Preparatory Charter School	1407	02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:18 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 01/31/2018 12:27 PM	As of October 2017, the SFA has been keeping temperature logs of the two refrigerators on campus ----recording temperatures in the morning and before leaving in the evening. To ensure that this will not reoccur, the SFA has added this task to its Standard Operating Procedures Manuals as well as has added reminders on both fridges about daily temping. See attached flyer.			
			Flagged Katie Hunter 12/29/2017 12:59 PM	SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service 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	Civil Rights	People's Preparatory Charter School	811	02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:19 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 01/30/2018 11:55 AM	We now display the USDA "And Justice for All" poster in the vestibule where breakfast is served on a "grab and go" basis as well as in the cafe where lunch is served and various hallways throughout the school. We received additional copies of those posters in November and have had them posted since then.			
			Flagged Katie Hunter 12/29/2017 12:59 PM	SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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	People's Preparatory Charter School	403	02/01/2018	CAP Accepted	

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Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:20 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 01/30/2018 11:32 PM	The SFA has reached out to its vendor to ensure that two options of milk are being made available for both services instead of low fat for breakfast and 1% for lunch. Students now have access to both options for all meal services unless a component of snack is fruit or fruit juice. This has been implemented since mid-October 2017.		
			Flagged Katie Hunter 12/29/2017 12:59 PM			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	People's Preparatory Charter School	404	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:26 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 01/30/2018 01:57 PM	The SFA has signage of what reimbursable meals are near its breakfast areas as well as lunchroom and throughout various hallways in the school. In addition, in 2015, the SFA was one of several district schools that tested high for lead as such the school contracted services for two water coolers and weekly water delivery to supplant the out of service drinking fountains in the school. Since the Administrative Review, the SFA has purchased an additional water cooler to make potable water available to students in the cafe and have increased water delivery in an effort to promote drinking water over soda and other soft drinks.		
			Flagged Katie Hunter 12/29/2017 01:00 PM	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 breakfast. Posting only a 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. 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 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. Indicate the date of implementation.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Afterschool Snack Program	People's Preparatory Charter School	1700	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:08 PM	CAP Accepted		
			CAP Submitted TONYA BEWLEY 01/31/2018 04:03 PM	Teachers now receive snacks along with a tic sheet to confirm the number of snacks that were given out. These tic sheets are collected, added and then kept in a binder on file. This has been implemented since November 6, 2017.		
			Flagged Katie Hunter 12/29/2017 12:57 PM	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. Indicate the date of implementation.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Smart Snacks in School	People's Preparatory Charter School	1105	02/01/2018	CAP Accepted

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Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:17 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 01/30/2018 11:38 PM	The SFA has had conversations with its Senior Advisors and its representatives as it relates to selling food items and beverages during the day to students. Senior Advisors and its representatives have made the decision to not sell any food items at this time. the operators of the School Store have been trained on appropriate Smart Snack items utilizing the Smart Snack Calculator. Items that are requested are first checked via the calculator by the school store operators and then again before items are purchased by another member of the Ops team. This meeting occurred on November 14, 2017 and was after all open boxed items were completely sold out.			
			Flagged Katie Hunter 12/29/2017 12:59 PM	All food and beverage items sold a la carte to students during the school day must meet Smart Snack requirements. The requirements apply to items sold anywhere on the school campus (including but not limited to the cafeteria, vending machines, school store, etc.) The Alliance for a Healthy Generation calculator can be used to determine if a food or beverage meets Smart Snack requirements. A link to the calculator is 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. Indicate the date of implementation. If mixed grades are together in one school, all beverages sold a la carte must meet the requirements for the youngest age/grades. For example, if a middle school and high school are in the same building, and all students have access to all venues in the school, the beverage items available for sale must meet the middle school standards. 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	Smart Snacks in School	People's Preparatory Charter School	1106	02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:24 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 01/30/2018 11:07 PM	The SFA has meet with Senior Advisors and student representatives to go over requirements as it relates to foods sold as fundraisers. At this time, the senior class will only fundraise items that are not food items. Fundraising is relegated to Dress Down Days, charging for intramural sporting events and other activities. The Senior Advisors have decided that at this time, there would be a moratorium on food fundraisers until there was time to review viable food fundraiser options via the "Tools for Schools: Smart Snack" Guidelines and recommendations on the USDA website. With regard to the items sold in the "school store" the SFA met with the operators to review Smart Snack compliant snacks and plan out new healthy items to offer students. This meeting occurred on November 14, 2017 after the final box of opened snacks was sold out. To ensure that Smart Snacks are the only items that are purchased and offered as items available to students when the order is placed for approval, all items are double-checked via the Smart Snack Calculator to ensure they meet requirements.			
			Flagged Katie Hunter 12/29/2017 01:00 PM	Fundraiser exemptions are not allowed in New Jersey. Therefore, all foods sold as fundraisers that are intended for student consumption during the school day, must meet Smart Snack requirements. 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. Indicate the date of implementation.			

Peoples Preparatory Charter High School-08006057 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool	On-Site Assessment Tool	Civil Rights		810	02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:23 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 01/30/2018 11:11 PM	The current USDA non-discrimination statement has been updated and is posted on all program materials/documents distributed to households. The current statement is also posted in the SFA's main office and is scheduled to be a part of the resource pages for families on the SFA's revamped website which is set to launch February 2018.			
			Flagged Katie Hunter 12/29/2017 01:00 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		1215	02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:08 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 02/01/2018 09:35 AM	The annual training requirements will be met by holding at least one training day per month and attending at least two trainings on that date via online courses, live or recorded webinars, in-person trainings/workshops, conferences, and meetings. In addition, the SFA has also purchased memberships for its employees through the School Nutrition Association of NJ and its employees are also registered with Alliance for A Healthier Generation as well. Thus far, employees have completed 2 credit training hours on Civil Rights, HIB and the Local Wellness Policy. Upcoming trainings for February include, "Smart Choices for the Health of It" and "Walk the Talk: Modeling Healthy Behavior" both offered through Alliance for a Healthy Generation. The SFA will continue to incorporate trainings related to the School Nutrition Program into the regular routine of its employees and will track those trainings accordingly. This was implemented in November 2017 with the registration of the SFA's employees into the SNA of NJ and followed through with the first trainings in December 2017 on Civil Rights and HIB.			
			Flagged Katie Hunter 12/29/2017 12:58 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		1216	02/01/2018	CAP Accepted	

Peoples Preparatory Charter High School-08006057 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:27 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 01/30/2018 12:53 PM	The annual training requirements will be met by holding at least one training day per month and attending at least two trainings on that date via online courses, live or recorded webinars, in-person trainings/workshops, conferences, and meetings. In addition, the SFA has also purchased memberships for its employees through the School Nutrition Association of NJ and its employees are also registered with Alliance for A Healthier Generation as well. Thus far, employees have completed 2 credit training hours on Civil Rights, HIB and the Local Wellness Policy. Upcoming trainings for February include, "Smart Choices for the Health of It" and "Walk the Talk: Modeling Healthy Behavior" both offered through Alliance for a Healthy Generation. The SFA will continue to incorporate trainings related to the School Nutrition Program into the regular routine of its employees and will track those trainings accordingly. This was implemented in November 2017 with the registration of the SFA's employees into the SNA of NJ and followed through with the first trainings in December 2017 on Civil Rights and HIB.			
			Flagged Katie Hunter 12/29/2017 01:00 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.			
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards		1217	02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:15 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 01/31/2018 12:05 PM	The annual training requirements will be met by holding at least one training day per month and attending at least two trainings on that date via online courses, live or recorded webinars, in-person trainings/workshops, conferences, and meetings. In addition, the SFA has also purchased memberships for its employees through the School Nutrition Association of NJ and its employees are also registered with Alliance for A Healthier Generation as well. Thus far, employees have completed 2 credit training hours on Civil Rights, HIB and the Local Wellness Policy. Upcoming trainings for February include, "Smart Choices for the Health of It" and "Walk the Talk: Modeling Healthy Behavior" both offered through Alliance for a Healthy Generation. The SFA will continue to incorporate trainings related to the School Nutrition Program into the regular routine of its employees and will track those trainings accordingly. This was implemented in November 2017 with the registration of the SFA's employees into the SNA of NJ and followed through with the first trainings in December 2017 on Civil Rights and HIB.			
			Flagged Katie Hunter 12/29/2017 12:59 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		1216	02/01/2018	CAP Accepted	

Peoples Preparatory Charter High School-08006057 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:09 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 02/01/2018 09:33 AM	The annual training requirements will be met by holding at least one training day per month and attending at least two trainings on that date via online courses, live or recorded webinars, in-person trainings/workshops, conferences, and meetings. In addition, the SFA has also purchased memberships for its employees through the School Nutrition Association of NJ and its employees are also registered with Alliance for A Healthier Generation as well. Thus far, employees have completed 2 credit training hours on Civil Rights, HIB and the Local Wellness Policy. Upcoming trainings for February include, "Smart Choices for the Health of It" and "Walk the Talk: Modeling Healthy Behavior" both offered through Alliance for a Healthy Generation. The SFA will continue to incorporate trainings related to the School Nutrition Program into the regular routine of its employees and will track those trainings accordingly. This was implemented in November 2017 with the registration of the SFA's employees into the SNA of NJ and followed through with the first trainings in December 2017 on Civil Rights and HIB.			
			Flagged Katie Hunter 12/29/2017 12:58 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		1221	02/01/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 02/16/2018 12:11 PM	CAP Accepted			
			CAP Submitted TONYA BEWLEY 02/01/2018 10:18 AM	The SFA has put into place a training schedule that includes education of Administrative, office and/or other school staff who regularly work on school lunch and/or breakfast related activities throughout the school year. Trainings include Civil Rights and HIB as well as its Biosecurity Manual as it pertains to handwashing, distribution and other biosecurity measures. The SFA will continue to train staffers on a regular basis about these measures.			
			Flagged Katie Hunter 12/29/2017 12:58 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..			