

## Hoboken Charter-08006720 - 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	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:44 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 06:16 PM	Kim Edgar/Toni Bollhardt are the determining officials			
			Flagged Katie Hunter 06/12/2018 03:19 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	Local School Wellness		1000	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:35 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 05:23 PM	<a href="http://www.hobokencs.org/parent-resources/foodprogram/">http://www.hobokencs.org/parent-resources/foodprogram/</a> April 2018, revised policy			
			Flagged Katie Hunter 06/12/2018 03:18 PM	The SFA must provide a copy of the current Local School Wellness Policy and/or web address where the current policy is posted. In addition, 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		1001	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:31 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 04:49 PM	The wellness policy has been posted to the website last FY. April 2018			
			Flagged Katie Hunter 06/12/2018 03:18 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		1002	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:39 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 05:47 PM	The wellness policy was updated and posted on the web site			
			Flagged Katie Hunter 06/12/2018 03:19 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		1004	07/12/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:44 AM	CAP Accepted		
			CAP Submitted MORTON MARKS 08/15/2018 06:09 PM	Plans for 2018-2019 are being made to notify stakeholders formeetings and input via email communication		
			Flagged Katie Hunter 06/12/2018 03:19 PM	SFAs must make potential stakeholders (parents, students, representatives of the school district, physical education teachers, school health professionals, the school board, school administrators, and the general public) aware of their ability to participate in the development, implementation, review and update of the local school wellness policy. Examples of notifying the public include sending a district-wide email, posting information on the school web site or posting flyers in various locations. 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	Civil Rights		802	07/12/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:34 AM	CAP Accepted		
			CAP Submitted MORTON MARKS 08/15/2018 05:04 PM	The school has bilingual staff and LEP instructors to assist in any issue of the application or services		
			Flagged Katie Hunter 06/12/2018 03:18 PM	The SFA must take reasonable steps to ensure households who have limited ability to speak, read, write or understand English have access to programs and services. Examples include making meal applications available in multiple languages, having bilingual staff, written language services, etc. 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	Civil Rights		803	07/12/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:30 AM	CAP Accepted		
			CAP Submitted MORTON MARKS 08/15/2018 04:35 PM	HCS has the USDA forms for discrimination complaints postedd on their website.		
			Flagged Katie Hunter 06/12/2018 03:18 PM	SFAs must have a procedure for receiving and processing complaints alleging discrimination in the school meal programs. Complaints can be verbal or written.. The USDA Program Discrimination Complaint Form (#148) can be used and is available on the Department Of Agriculture web site at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a> . Civil rights complaints can either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office. Complaints can also be sent directly to the U.S. Department of Agriculture by (1) mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</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.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Verification		203	07/12/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:41 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 05:56 PM	The process will be corrected to insure proper verification procedures for 2018-2019 with support from Payschools			
			Flagged Katie Hunter 06/12/2018 03:19 PM	The SFA did not conduct the verification process according to regulations. The verifying official should watch the How to Conduct the Verification Process webinar, which can be located in SNEARS under the Training Tab, to better understand the 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	SFA/Sponsor On-Site Monitoring	Hoboken Charter	901	07/12/2018	CAP Accepted	

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 02:16 PM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/16/2018 02:15 PM	Going forward we will conduct an onsite review: II SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) 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. 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.			
			CAP Rejected Katie Hunter 08/16/2018 09:24 AM	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) 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. 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.			
			CAP Submitted MORTON MARKS 08/15/2018 01:30 PM	Accountability Review; The school is using computerized coding of rosters. Meals claimed are automatically coded upon entry. All ordering is only accepted by the computer coding not to exceed enrollment			
			Flagged Katie Hunter 06/12/2018 03:17 PM	All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. All SFAs must conduct an on-site accountability review of breakfast prior to February 1st each school year. The SBP On-Site Accountability Review Form (#292) 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. 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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Meal Counting and Claiming		302	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:28 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 04:04 PM	HCS will be using PAYSchool for a computerized system which has backups. Further, there will be a paper backup for all data.			
			Flagged Katie Hunter 06/12/2018 03:18 PM				

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance		108	07/12/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:33 AM	CAP Accepted		
			CAP Submitted MORTON MARKS 08/15/2018 05:00 PM	The hearing official will be Morton Marks. Origination and review of applications is done in house by other staff		
			Flagged Katie Hunter 06/12/2018 03:18 PM	The hearing official can not be a person involved with the application approval or the verification process. Please list current hearing officials full name. 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		111	07/12/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:40 AM	CAP Accepted		
			CAP Submitted MORTON MARKS 08/15/2018 05:53 PM	All students of a household will be tagged in OnCOurs and Payschools to ensure that one sibling who qualifies for Free lunches carries over to the whole family		
			Flagged Katie Hunter 06/12/2018 03:19 PM	If one student in a household is receiving SNAP or TANF benefits, free meal eligibility must be extended to all students in the household. 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		117	07/12/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:32 AM	CAP Accepted		
			CAP Submitted MORTON MARKS 08/15/2018 04:55 PM	Two Stages. Direct certifications will be run (one has already been done). Upon completion, payschools receive this upload and this information goes into Oncourse and the MEL. Stage 2 Online verification will occur and there will e immediate notification. The, this information goes to oncourse and updated in payschools.		
			Flagged Katie Hunter 06/12/2018 03:18 PM	Please describe how eligibility status updates are made to the point of service and benefit issuance document(s).		
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance		121	07/12/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:30 AM	CAP Accepted		
			CAP Submitted MORTON MARKS 08/15/2018 04:26 PM	Payschools maintains not only the computerized systedd online but backup systems. all student/parent information is accesable online.		
			Flagged Katie Hunter 06/12/2018 03:18 PM	To ensure students' meal benefits eligibility is up to date, the SFA must have a backup system to maintain all the benefit issuance documents. Although necessary for all SFAs, this is especially important in electronic systems in case the system goes down. 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	Certification and Benefit Issuance		126	07/12/2018	CAP Accepted

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Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:32 AM	CAP Accepted		
			CAP Submitted MORTON MARKS 08/15/2018 04:57 PM	These corrections were made to oncourse by the end of last fy		
			Flagged Katie Hunter 06/12/2018 03:18 PM	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.) The SFA must indicate the date of correction for all application errors.		
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		130	07/12/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:29 AM	CAP Accepted		
			CAP Submitted MORTON MARKS 08/15/2018 04:24 PM	With online verification, the parent will receive immediate notification of a decision. The parent has the opportunity to appeal to the school for a review.		
			Flagged Katie Hunter 06/12/2018 03:18 PM	Households with students who are denied benefits must be notified, in writing, of the denial. The notification must include the reason for the denial, the right to appeal, instructions on how to appeal and household's option to reapply at any time during the school year. 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	Certification and Benefit Issuance		137	07/12/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:41 AM	CAP Accepted		
			CAP Submitted MORTON MARKS 08/15/2018 05:57 PM	Corrections were made With payschools online verification, these occurrences should not occur		
			Flagged Katie Hunter 06/12/2018 03:19 PM	Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA. 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	On-Site Assessment Tool	Verification		207	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:42 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 06:06 PM	HCS will follow the the procedure for verification. The number of samples to verify will more easily to calculate with payschools data			
			Flagged Katie Hunter 06/12/2018 03:19 PM	The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated. 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	Verification		209	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:34 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 05:06 PM	Once the applications are completed online, the system will determine error prone applications need to choose for additional verification			
			Flagged Katie Hunter 06/12/2018 03:18 PM	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. 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	Verification		211	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:39 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 05:52 PM	HCS will use form 236			
			Flagged Katie Hunter 06/12/2018 03:19 PM	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the 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	Verification		214	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:40 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 05:55 PM	All notifications will be issued in advance of changes			
			Flagged Katie Hunter 06/12/2018 03:19 PM	Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. 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	Verification		215	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:22 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/14/2018 05:51 PM	The school has been approved for online application verification for 2018-2019. This is should ensure quick and accurate evaluation and immediate notification.			
			Flagged Katie Hunter 06/12/2018 03:17 PM	The SFA must complete the Verification Process which includes sending the "We Have Checked Your Application 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.			
On-Site Assessment Tool	On-Site Assessment Tool	Food Safety, Storage and Buy American		1400	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:32 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 04:58 PM	HACCP Based Standard Operating Procedure has been implemented. REcords of temperature taking and other procedures have already been implemented.			
			Flagged Katie Hunter 06/12/2018 03:18 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	Hoboken Charter	1403	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:24 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 02:35 PM	The Safety Plan has been implemented as of last April. HCS is following the standard HACCP procedures including the time and temperature controls			
			Flagged Katie Hunter 06/12/2018 03:17 PM	SFA did not have a copy of the written food safety plan available on day of review. 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. 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	Food Safety, Storage and Buy American	Hoboken Charter	1404	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:35 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 05:19 PM	HCS has had one health inspection for FY 207-2018 We have requested the Health department to conduct another on 5/22/18 but have not had any response. From: Maria Nunez <mnunez@hobokencs.net> Date: Tue, May 22, 2018 at 1:50 PM Subject: Follow-up Health Inspection To: ntarantino@hobokennj.gov Dear Ms. Tarantino, The Hoboken Charter School is requesting a follow-up health inspection. -- Maria Nunez Hoboken Charter School Administrative Assistant and Lottery Coordinator (201) 963-0222 ext 217			
			Flagged Katie Hunter 06/12/2018 03:18 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. 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.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Day of Review	Hoboken Charter	404	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:42 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 06:05 PM	Signage will be posted. k-8 is serve only in the main office with a water coolere available if needed. HS will have signage sinse they are offer			
			Flagged Katie Hunter 06/12/2018 03:19 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.			

## Hoboken Charter-08006720 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards		1215	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:28 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 03:23 PM	Training has already been completed for 2017-2018. All staff have taken 10 credits/points. Title Points Civil Rights Training 1 Verification Workshop 3 Summer Milk Camp Webinr 1 Professional Standards 1 Offer vs Serve 1 Local Wellness Policy 1 Quick Steps to HACCP 2 10			
			Flagged Katie Hunter 06/12/2018 03:17 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 <a href="http://www.instituteofchildnutrition.org">www.instituteofchildnutrition.org</a> 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	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:44 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 06:28 PM	Title Points Civil Rights Training 1 Verification Workshop 3 Summer Milk Camp Webinr 1 Professional Standards 1 Offer vs Serve 1 Local Wellness Policy 1 Quick Steps to HACCP 2 Submit Vendor Contract (ECAS) 1 What is a Fixed Price Meal Contract? 1 12			
			Flagged Katie Hunter 06/12/2018 03:19 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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</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.			
On-Site Assessment Tool	On-Site Assessment Tool	Professional Standards		1217	07/12/2018	CAP Accepted	
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:33 AM	CAP Accepted			
			CAP Submitted MORTON MARKS 08/15/2018 05:02 PM	Title Points Civil Rights Training 1 Verification Workshop 3 Summer Milk Camp Webinr 1 Professional Standards 1 Offer vs Serve 1 Local Wellness Policy 1 Quick Steps to HACCP 2 10 Training has already been completed last FY			
			Flagged Katie Hunter 06/12/2018 03:18 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: <a href="http://professionalstandards.nal.usda.gov/">http://professionalstandards.nal.usda.gov/</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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Professional Standards		1204	07/12/2018	CAP Accepted	

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<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:35 AM	CAP Accepted		
			CAP Submitted MORTON MARKS 08/15/2018 05:07 PM	Additional w3ebinars will be taken for 2018-2019		
			Flagged Katie Hunter 06/12/2018 03:18 PM	Food service directors must complete at least 12 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: <a href="http://professionalstandards.nal.usda.gov">http://professionalstandards.nal.usda.gov</a> Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Professional Standards		1205	07/12/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:31 AM	CAP Accepted		
			CAP Submitted MORTON MARKS 08/15/2018 04:53 PM	Training for FY 2017-2018 has been completed via webinars. Title Points Civil Rights Training 1 Verification Workshop 3 Summer Milk Camp Webinr 1 Professional Standards 1 Offer vs Serve 1 Local Wellness Policy 1 Quick Steps to HACCP 2 10 Training will be continued in this fashion with possible additional workshops		
			Flagged Katie Hunter 06/12/2018 03:18 PM	Food service program managers must have at least 10 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: <a href="http://professionalstandards.nal.usda.gov">http://professionalstandards.nal.usda.gov</a> Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Professional Standards		1206	07/12/2018	CAP Accepted
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:36 AM	CAP Accepted		
			CAP Submitted MORTON MARKS 08/15/2018 05:29 PM	Title Points Civil Rights Training 1 Verification Workshop 3 Summer Milk Camp Webinr 1 Professional Standards 1 Offer vs Serve 1 Local Wellness Policy 1 Quick Steps to HACCP 2 10 Staff completed all of these in 2017-2018		
			Flagged Katie Hunter 06/12/2018 03:19 PM	Full time food staff (working 20 hours or more per week) must have at least 6 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: <a href="http://professionalstandards.nal.usda.gov">http://professionalstandards.nal.usda.gov</a> Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Professional Standards		1208	07/12/2018	CAP Accepted

# Hoboken Charter-08006720 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>			CAP Accepted Katie Hunter 08/16/2018 09:43 AM	CAP Accepted		
			CAP Submitted MORTON MARKS 08/15/2018 06:08 PM	Training has been monitored and tracked on a spreadsheet. We are going to input this data on SOARS in the future		
			Flagged Katie Hunter 06/12/2018 03:19 PM	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.		