

Hudson Arts & Science Charter School-08006106 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Verification		204	06/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/04/2018 12:36 PM	CAP Accepted			
			CAP Submitted ELMINA SCILLIA 05/18/2018 08:51 AM	If a parent completes an online application through Mealtime and it is ID'd as Error Prone the system does assist however most applications are done manually so we do them manually.			
			Flagged Katie Hunter 05/04/2018 10:09 AM	Please explain in comments for the 2nd part of Question #204.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Certification and Benefit Issuance		120	06/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/04/2018 12:35 PM	CAP Accepted			
			CAP Submitted ELMINA SCILLIA 05/18/2018 08:48 AM	New students are added once an application is received and updated in our meal system as well as the benefit issuance document. It is done frequently throughout the year as new students enroll. Transfer students are adjusted with a transfer out date, recorded and updated in our meal system as well as the benefit issuance document. It is done frequently throughout the year as any students who may transfer. We follow the same procedure for transfer students when they withdraw. We notify families of always completing a new application in the beginning of the school year so that we offset any parents who are under the presumption that last year's status stays with them for the upcoming school year. If they do not, reminder is sent home that they we will be changing their eligibility to Paid effective 10/1.			
			Flagged Katie Hunter 05/04/2018 10:09 AM	Question #120 needs to be completed, all sections.			
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance		126	06/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/04/2018 12:34 PM	CAP Accepted			
			CAP Submitted ELMINA SCILLIA 05/18/2018 08:38 AM	Once it was determined that applications may have been determined incorrectly, we contacted families to rectify the issue and processed the new application with corrections made on March 6, 2018.			
			Flagged Katie Hunter 05/04/2018 10:09 AM	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.			

Hudson Arts & Science Charter School-08006106 - 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	06/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/04/2018 12:35 PM	CAP Accepted			
			CAP Submitted ELMINA SCILLIA 05/18/2018 08:49 AM	From this point we will most definitely add that to all forthcoming documents on the web, sent home, etc.			
			Flagged Katie Hunter 05/04/2018 10:09 AM	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		1217	06/04/2018	CAP Accepted	
Corrective Action History			CAP Accepted Katie Hunter 06/08/2018 07:56 AM	CAP Accepted			
			CAP Submitted ELMINA SCILLIA 06/04/2018 01:04 PM	Annual trainings will be done periodically and assigned to the appropriate staff members in the kitchen and administrative team.			
			Flagged Katie Hunter 05/04/2018 10:09 AM	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.			