

## ACHIEVERS EARLY COLLEGE PREP CS-08007895 - Corrective Action Report (Detail)

**Note:** The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	ACHIEVERS EARLY COLLEGE PREP CS-08007895	806	01/19/2026	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/08/2026 09:24 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michael Nicholson 01/05/2026 04:05 PM				
	The Civil Rights Training was provided to staff on July 1, 2025. New staff were added after July 1, 2025. Only 1 staff had completed the training as of 12-1-2025. The training is scheduled for release to the identified staff during the week of January 5, 2026.				
	Flagged by Corinne Santos-Hernandez 12/18/2025 11:19 AM				
	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The most recent Civil Rights training for School Food Authority staff was conducted on October 12, 2024 for school year 2024-25. The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found 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.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	ACHIEVERS EARLY COLLEGE PREP CS-08007895	807	01/19/2026	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/08/2026 09:24 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michael Nicholson 01/06/2026 01:11 PM				
	<p>Staff receive training on Civil Rights annually. The designated staff have received the necessary training on Civil Rights. The racial/ethnic information for students is already recorded in the POS and SIS systems. The Civil Rights Compliance Form is now scheduled for completion annually on the COO's calendar. This will ensure the form is completed in advance of the October 15th deadline and submitted as needed. This measure was implemented on January 6, 2026, to prevent a reoccurrence.</p> <p>Flagged by Corinne Santos-Hernandez 12/18/2025 11:19 AM</p> <p>The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). The Civil Rights compliance form was not completed for the 2024–2025 school year. The form was subsequently completed during the on-site administrative review. A new Chief Operating Officer (COO) joined the School Food Authority in August 2025 and had not previously received guidance on Civil Rights compliance requirements. Proper guidance and resources have been provided to the new COO to ensure understanding of Civil Rights compliance obligations.</p> <p>Discussed that acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. SFA must have a completed Civil Rights Compliance Form (#86) available for each school during the current school year. The form can be accessed at: <a href="http://www.nj.gov/agriculture/applic/forms/#5">www.nj.gov/agriculture/applic/forms/#5</a>. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	ACHIEVERS EARLY COLLEGE PREP CS-08007895	1217	01/19/2026	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/08/2026 09:24 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michael Nicholson 01/06/2026 01:31 PM				
	On December 17, 2025, the COO met with the HR Director and reviewed the required training for key staff members. The HR Director noted all training as identified would be provided to the staff through PublicSchool Works. The completed or uncompleted training will be required via the LMS portal going forward.				
	Flagged by Corinne Santos-Hernandez 12/18/2025 11:20 AM				
Professional Standards for school nutrition professionals is a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The final rule, published March 2, 2015, requires a minimum amount of annual training hours for all state directors of school nutrition programs, state director of distributing agencies, school nutrition program directors, managers, and staff.					
Training document provided from the SFA was from school year 2024-25. A new COO (school director) joined the SFA on August 2025 and was never trained on professional standards. Required training topic areas will vary according to position and job requirements. Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields.					
Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..					
Afterschool Snack Program	Afterschool Snack Program (On-Site Assessment Tool - Site) (1700H)	Achievers Early College Prep Charter Scho-12701		01/19/2026	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/08/2026 09:25 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michael Nicholson 01/06/2026 01:20 PM				
	The COO was informed of this requirement in December 2025 during the Off-Site Review. On December 18, 2025, the COO met with the after-school supervisors to share the process and requirements for the staff to complete the forms. On January 5, 2026, the COO met with the staff and shared with them how to complete the Daily Snack Record and noted how the after-school supervisors would complete the production records. The daily records will be returned to the supervisor and saved online. This information will be maintained in the Google Drive as required along with the production reports.				
	Flagged by Corinne Santos-Hernandez 12/18/2025 11:20 AM				
Production records must be completed daily and maintained for a minimum of three years. The program must also be monitored within the first 4 weeks of operation each year. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.					
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	Achievers Early College Prep Charter Scho-12701		01/19/2026	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status	
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/08/2026 09:25 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Michael Nicholson 01/06/2026 01:20 PM					
	<p>The COO was informed of this requirement in December 2025 during the Off-Site Review. On December 18, 2025, the COO met with the after-school supervisors to share the process and requirements for the staff to complete the forms. On January 5, 2026, the COO met with the staff and shared with them how to complete the Daily Snack Record and noted how the after-school supervisors would complete the production records. The daily records will be returned to the supervisor and saved online. This information will be maintained in the Google Drive as required along with the production reports.</p>					
<b>Corrective Action History</b>	Flagged by Corinne Santos-Hernandez 12/18/2025 11:20 AM					
	Production records must be completed daily and maintained for a minimum of three years. The program must also be monitored within the first 4 weeks of operation each year. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.					
	Afterschool Snack Program	Afterschool Snack Program (Other Programs)	Achievers Early College Prep Charter Scho-12701		01/19/2026	CAP Removed
	Corrective Action Plan: Removed by Corinne Santos-Hernandez 12/18/2025 10:51 AM					
<b>Corrective Action History</b>	CAP Removed					
	Flagged by Corinne Santos-Hernandez 12/18/2025 10:51 AM					
	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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.					
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	Achievers Early College Prep Charter Scho-12701		01/19/2026	Flagged	
<b>Corrective Action History</b>	Flagged by Corinne Santos-Hernandez 12/18/2025 10:51 AM					
	Snack counts must be properly counted and claimed. Findings were found in this area. Snack counts have been based on attendance rather than on the number of snacks actually distributed. For each month since September 2025, a total of 120 snacks were claimed—September, October, and November all reflect the same count. The high school's first claim, submitted for November, also reports an identical total of 120 snacks. This pattern indicates a systemic error in the claiming process.					
	Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.					
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Achievers Early College Prep Charter Scho-12701	409	01/19/2026	CAP Accepted	

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/08/2026 09:26 AM CAP Accepted				
	Corrective Action Plan: Submitted by Michael Nicholson 01/06/2026 04:47 PM  The starchy vegetable was mistakenly substituted during the week of review. on 12-17, 2025 a meeting occurred with the COO and Food vendor. Menu schedules going forward were confirmed would follow the vegetable sub-group requirement. The Food Manager and COO met on 1-6-26 to confirm how the menus going forward should be arranged. The Production Record Webinar Training was emailed to the appropriate staff members on 1-6-26. The lunch aides were reminded to sign and complete the records by the COO. Each month the Food Manager will meet with the lunch aides to ensure this process is occurring. Each record will indicate the following service type. The COO will review the process during regularly scheduled meetings with the Food Manager to monitor the process.  Flagged by Corinne Santos-Hernandez 12/18/2025 11:19 AM  Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern. Daily Production Record should accurately reflect portion sizes, food items, and their meal component contributions for compliance. The state agency found the following to be revised:  1. Starchy vegetable sub-group was not met for the week. This is not a repeat violation but must be corrected and addressed for the next Administrative Review. If not corrected, fiscal action will be assessed.  2. Dietary employees are required to watch the Production Record Webinar Training, which is available in SNEARS under the Training section titled "Meal Pattern and Nutritional Quality."  3. Production records for breakfast and lunch meals must be completed daily and must include the signature (or initials with printed name) of the staff member who documented and verified the information. This provides accountability and traceability.  <ul style="list-style-type: none"> <li>Each production record should clearly indicate the following service type (offer versus serve for the high school and serve only for the middle school). The correct service style must be checked or selected. This documentation is required to verify that meals were served according to the approved method for each site and grade level.</li> </ul> Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.  Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Group 1: CA Count (2)		ACHIEVERS EARLY COLLEGE PREP CS-08007895		01/19/2026	CAP Accepted

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/08/2026 09:26 AM					
	CAP Accepted					
	Corrective Action Plan: Submitted by Michael Nicholson 01/06/2026 01:37 PM					
	On Monday, December 15, 2025 the Food Safety Plan was printed out and provided to the lunch staff and the front office staff. During quarterly meetings, the Food Manager will confirm with the Lunch Aides that they have the binder in place that contains the Food Safety Plan. This will continue to occur during the months that the schools is open for the students.					
	Flagged by Corinne Santos-Hernandez 12/18/2025 11:19 AM					
	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.					
<b>Corrective Action History</b>	Flagged by Corinne Santos-Hernandez 12/18/2025 11:19 AM					
	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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.					
	Group 2: CA Count (2)					
		ACHIEVERS EARLY COLLEGE PREP CS-08007895			01/19/2026	CAP Accepted
	<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/08/2026 09:27 AM				
		CAP Accepted				
Corrective Action Plan: Submitted by Michael Nicholson 01/06/2026 01:49 PM						
On January 6, the COO met with the Food Manager and went over the on-site accountability review of breakfast and lunch with the Food Manager. The Food Manager is scheduled to complete the review on January 15, 2026, in advance of the February 1st deadline. A calendar invite is in place as a reminder for the event to continue to occur.						
Flagged by Corinne Santos-Hernandez 12/18/2025 11:19 AM						
All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form for CEP sites (#211) must be used. Accountability reviews must be conducted by an SFA employee. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.						
<b>Corrective Action History</b>	Flagged by Corinne Santos-Hernandez 12/18/2025 11:19 AM					
	All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast and lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The The NSLP and SBP On-Site Review Form for CEP is (#211) must 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.					
	Group 3: CA Count (2)					
	ACHIEVERS EARLY COLLEGE PREP CS-08007895			01/19/2026	CAP Accepted	

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<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 01/08/2026 09:27 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michael Nicholson 01/06/2026 01:55 PM				
	The COO was informed of this requirement in December 2025 during the Off-Site Review. On December 18, 2025, the COO met with the after-school supervisors to share the process and requirements for the staff to complete the forms. On January 5, 2026, the COO met with the staff and shared with them how to complete the Daily Snack Record and noted how the after-school supervisors would complete the production records. The daily records will be returned to the supervisor and saved online. This information will be maintained in the Google Drive as required along with the production reports. Going forward from January, the claims will be based on the completed Snack and Production Records.				
	Flagged by Corinne Santos-Hernandez 12/18/2025 11:19 AM				
	<p>Snack counts must be properly counted and claimed. Findings were found in this area. Snack counts have been based on attendance rather than on the number of snacks actually distributed. For each month since September 2025, a total of 120 snacks were claimed—September, October, and November all reflect the same count. The high school's first claim, submitted for November, also reports an identical total of 120 snacks. This pattern indicates a systemic error in the claiming process.</p> <p>Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
Flagged by Corinne Santos-Hernandez 12/18/2025 11:19 AM					
<p>Violations were found for the After School Snack Program. The afterschool snack count must not be determined by attendance. This represents a systemic compliance issue, as only the snacks actually distributed to students may be claimed for reimbursement. For example, if only 20 students received a reimbursable afterschool snack, then only 20 snacks should be claimed. This discrepancy explains why the middle school's snack claims since September have been flagged. The claims from September to November have the same total of 120 meals claimed every month. The same requirement applies to the high school with the same total of 120 for the month of November. This is the first claim for the high school. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>					

## **Report Selections**

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