

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	PRINCETON CHARTER SCHOOL-08007540	108	04/07/2025	CAP Accepted
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 04/09/2025 03:45 PM</p> <p>CAP Accepted</p> <hr/> <p>Corrective Action Plan: Submitted by Kalpana Mehta 04/09/2025 01:20 PM</p> <p>lease see attached document with PCS Officers for SFS : SY 2024-2025</p> <p>Hearing Officer: Lawrence d. Patton</p> <p>Determining Officer: Lindsey Donaldson</p> <p>Confirming Officer/ FSD: Kalpana Mehta</p> <p>Date of implementation: March 4th 2025</p> <p>The Food Services Director will complete the necessary training to ensure that these errors do not recur. She has already began to search SNEARS and has enrolled in training courses to ensure that this will not reoccur in the future.</p> <hr/> <p>Corrective Action Plan: Rejected by Genel Cook-Wright 04/09/2025 12:53 PM</p> <p><b>Explain, the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</b></p>				

# PRINCETON CHARTER SCHOOL-08007540 - 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

	Corrective Action Plan: Submitted by Kalpana Mehta 04/05/2025 02:05 PM				
	Please see attached document with PCS Officers for SFS : SY 2024-2025				
Hearing Officer: Lawrence d. Patton					
Determining Officer: Lindsey Donaldson					
Confirming Officer/ FSD: Kalpana Mehta					
Flagged by Genel Cook-Wright 03/06/2025 03:48 PM					
The hearing official can not be a person involved with the application approval or the verification process.					
Per the Off-Site Assessment, the Certifier is listed as the determining official and the hearing official. The state agency recommended the SFA view the NJDA Determining Official training which can be found in SNEARS.					
<b>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>					

Verification	Verification (On-Site Assessment Tool) (207H)	PRINCETON CHARTER SCHOOL-08007540	215	04/07/2025	CAP Accepted
--------------	-----------------------------------------------	-----------------------------------	-----	------------	--------------

# PRINCETON CHARTER SCHOOL-08007540 - 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
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 04/09/2025 03:08 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kalpana Mehta 04/05/2025 02:10 PM</p> <p>CLOSE ATTENTION WILL BE PAID TO THE REPORTING TECHNIQUES AND TIMELINE TO ENSURE DEADLINES ARE MET. IN THIS CASE VERIFICATION FORM #244 (BY NOVEMEBR 15 TH OF EACH YEAR.)</p> <p>Flagged by Genel Cook-Wright 03/06/2025 03:50 PM</p> <p>The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.</p> <p>During the onsite review, the SFA provided documentation that the Verification Process was concluded after the November 15th deadline.</p> <p><b>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></p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	PRINCETON CHARTER SCHOOL-08007540	1214	04/07/2025	CAP Accepted

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 04/09/2025 02:50 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kalpana Mehta 04/05/2025 02:16 PM</p> <p>The Food Service Director , Kalpana Mehta, will start the required 12 hours of training . FSD has enrolled / registered with <a href="https://theicn.org/">https://theicn.org/</a>. and has began the training. (webinars) Enrolled in STAR: Best practices for serving Safe Foods.</p> <p>In the future all training required will be done in the summer of the next academic year!</p> <p>Please see attached Vector training Certificates completed in August/Sept of 2024 in Food Handling and safety.</p>				
	<p>Flagged by Genel Cook-Wright 03/06/2025 03:49 PM</p> <p>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="https://theicn.org/">https://theicn.org/</a>.</p> <p><b>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.</b></p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	PRINCETON CHARTER SCHOOL-08007540	1217	04/07/2025	CAP Accepted

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 04/09/2025 12:53 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Kalpana Mehta 04/05/2025 02:07 PM				
	<p>The FSD is training currently using the <a href="https://theicn.org/">https://theicn.org/</a>. Once training is complete she will upload all documents and certifications and use the USDA Tracking Tool. FSD Has trained using the school program Vector training. She has all the certification from Vector training. VECTOR TRAINING CERTIFICATES ARE UPLOADED.</p> <p>FSD has started the training recommended in <a href="https://theicn.org/">https://theicn.org/</a>.</p> <p>All certificates of all training of all relevant staff will be uploaded in SOARS.</p>				
	<p>Flagged by Genel Cook-Wright 03/06/2025 03:49 PM</p> <p>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.</p> <p><b>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></p>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	PRINCETON CHARTER SCHOOL-08007540	1219	04/07/2025	CAP Accepted

# PRINCETON CHARTER SCHOOL-08007540 - 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 svstbe

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 04/09/2025 02:49 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kalpana Mehta 04/05/2025 02:17 PM</p> <p>The two Kindergarten teachers will undergo the 6 hour required training, as part of the 20 hour work force. These two teachers handle food for Kindergarten in the classrooms. This will be corrected As Soon As Possible. Two other staff members who handle food at the cafeteria will undergo required training as part of the over 20 hour workforce. They have completed the Vector training program in the food safety and serving departments. (see uploaded their certificates in Vector Training). FSD has completed Vector training for food service. (See attached all certificates) I will send them the link to the training and guide them to complete their 6 hour training ASAP.</p> <p>Flagged by Genel Cook-Wright 03/06/2025 03:51 PM</p> <p>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: <a href="https://theicn.org/">https://theicn.org/</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> <p>During the on-site review, the SFA did not provide proof of annual training for Kindergarten teachers serving meals in the classroom. Additionally, Full-time and part-time FS staff did not complete required annual training.</p> <p><b>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></p>				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	PRINCETON CHARTER SCHOOL-2543	325	04/07/2025	CAP Accepted

# PRINCETON CHARTER SCHOOL-08007540 - 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 svyste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 04/09/2025 02:49 PM CAP Accepted				
	Corrective Action Plan: Submitted by Kalpana Mehta 04/05/2025 02:17 PM  All Free, reduced meal counts are checked and double checked and recorded correctly in our system for Claim and reimbursement.  Moving forward counts will be and are checked and double checked to avoid any further human error.  See attached our excel sheet for F & R students: count and reimbursement claims. This excel sheet is only between FSD and Principal's Assistance.				
<b>Corrective Action History</b>	Flagged by Genel Cook-Wright 03/26/2025 11:21 AM  Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim.  During the month of review, on 30 reduced meals were claimed for reimbursement. The SA count by reviewing the coded rosters reflects 31 reduced meals served. The SFA indicated the discrepancy is due to an add-on meal that was not included in the meal count resulting in an underclaim of 1 reimbursable meal.  <b>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>				
	Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	PRINCETON CHARTER SCHOOL-2543	402	04/07/2025
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Genel Cook-Wright 06/13/2025 10:17 AM CAP Accepted				
	Corrective Action Plan: Submitted by Kalpana Mehta 06/11/2025 04:07 PM  Please submit a recent production record to ensure that the production record has been accurately completed. YES: See attached production Record for June 2nd 2025				

# PRINCETON CHARTER SCHOOL-08007540 - 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 and

**Corrective Action History**

The production record must list each specific menu item offered as part of the reimbursable meal: YES: production records does list each specific menu item offered as part of the reimbursement meal. (See attached p[roduction record for June 2nd) Implementation, June 2nd 2025.

Schools must keep production and menu records for the meals they produce. YES: The school keeps records of all production records and menu items for the meals produced.

These records must show how the meals contribute to the required food components, food items or menu items every day. YES: These records do show how the meals contribute to the required food components, food items and menu items on a daily and weekly basis.

Training on Production Records can be found in SNEARS under the "Training" tab. Additionally, please review the detailed instructions on completing Production Records (Form 51). :

YES: both FSD and the Food Service company have done the required training on production records and instructions on how to use form 51 (production records) (See attached) FSD has watched the webinars on production records on June 4th and 5th again.

Implementation of fully revised and corrected production records and menu was started June 2nd 2025. (See attached)

training was done in mid- April 2025, and Early June by FSD & Food service company.

**Measures taken to ensure that it will not reoccur in the future**

1. FSD will review all production records daily, to ensure that they are including all food items, with the required components and quantities and to ensure that daily production records are accurately completed. (FSD will review and sign off).

2. FSD will revisit the training on production record and smart snacks.

3. All production records will have full list of all food items served, including the 5 components offered. FSD will review daily and sign off.

4. All portion sizes as recorded on the production record will be reviewed and signed off daily by FSD.

5. Both FSD and food Service company is being guided by a consultant on NSLP. This will continue to ensure all NSLP standards are compliant and meet the required standards.

All implementations to start immediately (June 2nd 2025)

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

Corrective Action Plan: Rejected by Genel Cook-Wright 06/05/2025 01:37 PM

The production records that were submitted are still missing some required fields. Please review and resubmit a production record once this has been corrected.

Corrective Action Plan: Submitted by Kalpana Mehta 06/04/2025 01:25 PM

Please submit a recent production record to ensure that the production record has been accurately completed. YES: See attached production Records for May and June 2025

The production record must list each specific menu item offered as part of the reimbursable meal: YES: production records does list each specific menu item offered as part of the reimbursement meal . (See attached) Implemented MAY 1ST 2025.

Schools must keep production and menu records for the meals they produce. YES: The school keeps records of all production records and menu items for the meals produced.

These records must show how the meals contribute to the required food components, food items or menu items every day. YES: These records do show how the meals contribute to the required food components, food items and menu items on a daily and weekly basis.

Training on Production Records can be found in SNEARS under the "Training" tab. Additionally, please review the detailed instructions on completing Production Records (Form 51) . :

YES: both FSD and the Food Service company have done the required training on production records and instructions on how to use form 51 (production records ) (See attached)

Implementation of fully revised and corrected production records and menu was started open May 1st 2025. (See attached)

training was done in mid- April 2025, by FSD & Food service company.

## **Measures taken to ensure that it will not reoccur in the future**

-

1. FSD will review all production records daily, to ensure that they are including all food items, with the required components and quantities and to ensure that daily production records are accurately completed. (FSD will review and sign off).

2. FSD will revisit the training on production record and smart snacks.

3. All production records will have full list of all food items served, including the 5 components offered. FSD will review daily and sign off.

4. All portion sizes as recorded on the production record will be reviewed and signed off daily by FSD.

# PRINCETON CHARTER SCHOOL-08007540 - 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 and

5. Both FSD and food Service company is being guided by a consultant on NSLP. This will continue to ensure all NSLP standards are compliant and meet the required standards.

-  
-

All implementations to start immediately (June 3rd)

-

Corrective Action Plan: Rejected by Genel Cook-Wright 06/03/2025 10:48 AM

Please submit a recent production record to ensure that the production record has been accurately completed.

**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.**

Corrective Action Plan: Submitted by Kalpana Mehta 05/28/2025 03:56 PM

Portion sizes offered for each required lunch component HAVE BEEN met for daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8,).

All production records show the portion sizes for Meats, meat alternative grains, fruit, vegetables offered. These now meet the requirements for the State Wide requirements.

Corrective Action Plan: Rejected by Genel Cook-Wright 04/09/2025 03:45 PM

The production record must list each specific menu item offered as part of the reimbursable meal. Crediting should only be listed next to the specific menu item listed and served. Schools must keep production and menu records for the meals they produce. These records must show how the meals contribute to the required food components, food items or menu items every day.

Training on Production Records can be found in SNEARS under the "Training" tab. Additionally, please review the detailed instructions on completing Production Records (Form 51).

**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.**

Corrective Action Plan: Submitted by Kalpana Mehta 04/05/2025 02:11 PM

As of March 4th (2025), the vendor (Catering Solutions) has provided the school with Production records that detail the daily and weekly minimum requirements for grades K-8. (Production Records, Planned menu items, portion sizes for each lunch ordered. The portions have increased to meet the standard FSD requirement. FSD will check periodically to ensure on going compliance. ( See Production Records and Menu planning attached. attached).

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

Flagged by Genel Cook-Wright 03/06/2025 03:51 PM

Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets.

During the lunch observation on 2/26/24, broccoli was served as the vegetable at approximately 1/2 c. The daily requirement for the vegetable component for the K-8 meal pattern is 3/4c. Additionally, production records indicating the planned menu items and portion size were not provided to the state agency for the day of review.

**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.**

Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	PRINCETON CHARTER SCHOOL-2543	409	04/07/2025	CAP Accepted
------------------------------------------------	----------------------------------------------------------------------------------------	-------------------------------	-----	------------	--------------

Corrective Action Plan: Accepted by Genel Cook-Wright 06/13/2025 10:17 AM

CAP Accepted

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

**Corrective Action History**

Corrective Action Plan: Submitted by Kalpana Mehta 06/11/2025 03:59 PM

YES: The production record does list each specific menu item offered as part of the reimbursable meal. See attached the production Record Effective June 2nd 2025.

See production and menu records for June 2nd 2025. The menus include fruit of the day and vegetables of day. The vendor has corrected and added the 5 component offers required daily and weekly. These records show how the meals contribute to the required food components, food items or menu items every day.

Training on Production Records can be found in SNEARS under the "Training" tab.: I have done the training for production records. The food service company has done the training on the Production Records and Smart Snacks.

Additionally, please review the detailed instructions on completing Production Records (Form 51). : YES: Both the vendor and FSD has reviewed on How to Complete the Production Records and the FSD has communicated with the Vendor., (Food Service Company.: CATERING SOLUTIONS).

**Measures taken that it will not reoccur in the future:**

1. I understand that the Vendor has been guided by a consultant to help guide them through. the process and make sure that they are in compliance with all food service and meet the state requirements/compliance.
2. FSD will and have been reviewing the production records daily and sign off. (See attached)
3. FSD will complete most/all training by end of Tomorrow (Friday June 5th)
4. FSD will revisit the training on Production Records and Smart Snack compliance today (Thursday, June 4th 2025) Completed!

Date of Implementation for production records and menu was June 2nd 2025.

Corrective Action Plan: Rejected by Genel Cook-Wright 06/05/2025 01:36 PM

The production records that were submitted are still missing some required fields. Please review and resubmit a production record once this has been corrected.

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

Corrective Action Plan: Submitted by Kalpana Mehta 06/04/2025 12:28 PM

YES: The production record does list each specific menu item offered as part of the reimbursable meal. See attached all production Records and Sheet for May 2025 and June 2025 ( to date).

See production and menu records for the month of May and June so far. The menus include fruit of the day and vegetables of day. The vendor has corrected and added the 5 component offers required daily and weekly. These records show how the meals contribute to the required food components, food items or menu items every day.

Training on Production Records can be found in SNEARS under the "Training" tab.: I have done the training for production records. The food service company has done the training on the Production Records and Smart Snacks .

Additionally, please review the detailed instructions on completing Production Records (Form 51). : YES: Both the vendor and FSD has reviewed on How to Complete the Production Records and the FSD has communicated with the Vendor., (Food Service Company.: CATERING SOLUTIONS).

**Measures taken that it will not reoccur in the future:**

- 1. I understand that the Vendor has been guided by a consultant to help guide them through. the process and make sure that they are in compliance with all food service and meet the state requirements/compliance.
- 2. FSD will and have been reviewing the production records daily and sign off. (See attached)
- 3. FSD will complete most/all training by end of Tomorrow (Friday June 5th)
- 4. FSD will revisit the training on Production Records and Smart Snack compliance today ( Thursday, June 4th 2025)

Date of Implementation for production records and menu was May 1st 2025

**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.**

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

Corrective Action Plan: Rejected by Genel Cook-Wright 06/03/2025 10:46 AM

Please submit a recent production record to ensure that the production record has been accurately completed.

**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.**

Corrective Action Plan: Submitted by Kalpana Mehta 05/28/2025 03:58 PM

At lunch, all required meal components are be offered to students daily. When planning menus, all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records are produced and shows all daily offerings of 5 components and the state compliant portion sizes and quantities.

Corrective Action Plan: Rejected by Genel Cook-Wright 04/09/2025 03:47 PM

The production record must list each specific menu item offered as part of the reimbursable meal. Crediting should only be listed next to the specific menu item listed and served. Schools must keep production and menu records for the meals they produce. These records must show how the meals contribute to the required food components, food items or menu items every day.

Training on Production Records can be found in SNEARS under the "Training" tab. Additionally, please review the detailed instructions on completing Production Records (Form 51).

**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.**

Corrective Action Plan: Submitted by Kalpana Mehta 04/05/2025 02:11 PM

OS of March 4th the Vendor has completed the Production Records ( See attached).

The Production records show Total Milk Usage as well as the quantity and portions of all meals ordered for the day. This is in compliance.

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

	<p>Flagged by Genel Cook-Wright 03/06/2025 03:51 PM</p> <p>At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. 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.</p> <p>During the on-site review, the SFA did not provide Production Records for the month of review indicating that all required meal components of the reimbursable lunch were offered to students daily in minimum daily and weekly requirements. Additionally, supporting documentation including standardized recipes, CN Labels, manufacturer product formulation statements were not provided.</p> <p><b>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></p>				
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	PRINCETON CHARTER SCHOOL-2543	410	04/07/2025	CAP Accepted
------------------------------------------------	----------------------------------------------------------------------------------------	-------------------------------	-----	------------	--------------

	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 06/13/2025 10:17 AM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Kalpana Mehta 06/11/2025 04:03 PM</p> <p>Please see attached recent production record. (June 2nd, 2025). These ensure that they have been accurately completed Effective June 2nd 2025.: See attached.</p> <p>YES: The production record does list each specific menu item offered as part of the reimbursable meal.</p> <p>YES: We have filed all production and menu records for the meals produce. These records show how the meals contribute to the required food components, food items or menu items every day. (See production record attached)</p> <p>Training on Production Records can be found in SNEARS under the "Training" tab. Additionally, please review the detailed instructions on completing Production Records (Form 51). Training has been completed by FSD on two webinars on Production Records, one on Smart Snacks and one on Offer vs Serve.</p> <p>YES: All production records have been corrected and meet the NSLP standards. All food quantities, meat, vegetables, fruit, milk and grains meet the quantities required by NSSLP.</p>				
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

# PRINCETON CHARTER SCHOOL-08007540 - 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 svstee

**Corrective Action History**

YES: At lunch, production records do document that both daily and weekly minimum quantities for each component are offered. (See attached: JUNE 2ND Production Record))

YES: At lunch, portion sizes planned for each component are met for both daily and weekly minimum requirements for each appropriate grade group. production Records show this clearly for all components. (See attached JUNE 2ND Production Record))

YES: Training has been done end of April and in beginning of June by FSD. and food service company.

**Measures taken to ensure that it will not reoccur in the future:**

- 
- 1. All production Records will be reviewed daily by FSD and signed off.
- 2. The food service company has hired a consultant to help them guide their way through the NSLP program. They will continue with the service of the consultant. Both the FSD and the Food service company will be in close communication.
- 3. The FSD and Food company will revisit the training of production records and review the detailed instructions on completing Production Records (Form 51). This is to ensure that they are accurate and meet the NSLP standard compliance and requirements.
- 4. The FSD will ensure all 5 components are offered daily and recorded on the production records with the correct quantity to meet NSLP compliance.
- 
- 

Corrective Action Plan: Rejected by Genel Cook-Wright 06/05/2025 01:36 PM

The production records that were submitted are still missing some required fields. Please review and resubmit a production record once this has been corrected.

Corrective Action Plan: Submitted by Kalpana Mehta 06/04/2025 12:45 PM

Please see attached recent production records.( May 1 - June 3rd) These ensure that they have been accurately completed.: See attached.

YES: The production record does list each specific menu item offered as part of the reimbursable meal.

YES: We have filed all production and menu records for the meals produce. These records show how the meals contribute to the required food components, food items or menu items every day. (See production records attached)

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

Training on Production Records can be found in SNEARS under the "Training" tab. Additionally, please review the detailed instructions on completing Production Records (Form 51).

YES: All production records have been corrected and meet the NSLP standards. All food quantities, meat, vegetables, fruit , milk and grains meet the quantities required by NSSLP.

YES: At lunch, production records do document that both daily and weekly minimum quantities for each component are offered. (See attached)

YES: At lunch, portion sizes planned for each component are met for both daily and weekly minimum requirements for each appropriate grade group. production Records show this clearly for all components. (See attached)

YES: Training has been done end of April by FSD. and food service company.

**Measures taken to ensure that it will not reoccur in the future:**

- 
- 1. All production Records will be reviewed daily by FSD and signed off.
- 2. The food service company has hired a consultant to help them guide their way through the NSLP program. They will continue with the service of the consultant. Both the FSD and the Food service company will be in close communication.
- 3. The FSD and Food company will revisit the training of production records and review the detailed instructions on completing Production Records (Form 51). This is to ensure that they are accurate and meet the NSLP standard compliance and requirements.
- 4. The FSD will ensure all 5 components are offered daily and recorded on the production records with the correct quantity to meet NSLP compliance.
- 
- 
- 
- 
- 
- 
- 
-

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

Corrective Action Plan: Rejected by Genel Cook-Wright 06/03/2025 10:47 AM

Please submit a recent production record to ensure that the production record has been accurately completed.

**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.**

Corrective Action Plan: Submitted by Kalpana Mehta 05/28/2025 03:49 PM

All daily Production Records have been corrected and now meet the NSLP STANDARDS. ALL FOOD QUANTITIES, MEAT, VEGETABLES, FRUIT, MILK, GRAINS, meet the quantities required by NSLP. At lunch, production records do document that both daily and weekly minimum quantities for each component are offered.

At lunch, portion sizes planned for each component are met for both daily and weekly minimum requirements for each appropriate grade group. production Records show this clearly for all components.

vendor now supplies us with these updated and full Production records that meet the daily and weekly lunch minimum quantities for grade group and all components..

Corrective Action Plan: Rejected by Genel Cook-Wright 04/09/2025 03:44 PM

The production record must list each specific menu item offered as part of the reimbursable meal. Crediting should only be listed next to the specific menu item listed and served. Schools must keep production and menu records for the meals they produce. These records must show how the meals contribute to the required food components, food items or menu items every day.

Training on Production Records can be found in SNEARS under the "Training" tab. Additionally, please review the detailed instructions on completing Production Records (Form 51).

**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.**

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

	Corrective Action Plan: Submitted by Kalpana Mehta 04/05/2025 02:09 PM  Since March 1st, Production Records have been submitted by the Vendor (Catering Solutions) on a daily basis. The Production Records reflect daily Lunch counts and portion sizes. These figures have been double checked by FSD. Thus far the records meet the SFA and USDA requirements. These Production Records are attached.  Flagged by Genel Cook-Wright 03/06/2025 03:50 PM  At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculures Form web site for specific component and minimum quantity requirements.  At lunch, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered.  During the on-site review, the SFA did not provide Production Records for the month of review indicating if portion sizes planned for each component met both the daily and weekly minimum requirements for grades K-8. Portion sizes were also not provided on the daily menu. Additionally, supporting documentation including standardized recipes, CN Labels, manufacturer product formulation statements were not provided.  <b>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>				
	SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	PRINCETON CHARTER SCHOOL-2543	901	04/07/2025

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<p><b>Corrective Action History</b></p>	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 04/09/2025 12:56 PM CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kalpana Mehta 04/05/2025 02:10 PM</p> <p>ON SITE ACCOUNTABILITY FORM #142 IS ATTACHED HERE. MOVING FORWARD IT WILL BE FILLED IN EVERY YEAR PRIOR TO FEBRUARY 1ST.</p> <p>This year the form #142 was file dafter recommended by Audit/ reviewer. (Dated March 4th 2025)</p> <p>Flagged by Genel Cook-Wright 03/06/2025 03:50 PM</p> <p>All SFAs must conduct an on-site accountability review of lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.</p> <p>During the on-site review, the SFA did not provide a completed On-Site Accountability Review Form #142.</p> <p><b>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></p>				
<p>Smart Snacks in School</p>	<p>Smart Snacks in School (On-Site Assessment Tool - Site) (1104H)</p>	<p>PRINCETON CHARTER SCHOOL-2543</p>	<p>1105</p>	<p>04/07/2025</p>	<p>CAP Accepted</p>
	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 06/09/2025 11:54 AM CAP Accepted</p>				

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

**Corrective Action History**

Corrective Action Plan: Submitted by Kalpana Mehta 06/05/2025 04:04 PM

The snacks that we serve are in compliance. YES: the smart snacks that are offered to the school ( BY THE VENDOR: Food Service company) have been calculated and are in compliance with the smart snack program.

The vendor (Food service company has completed the training on Smart Snacks and has used the Smart Snack Production Calculator.

I understand that most of the list of snacks that the school offers are recognized to be exempt from calculations because it's all fresh fruits and vegetables or low-fat cheese, and the non exempt foods have been entered in The Alliance for a Healthy Generation calculator by the food service company and are extremely healthy: it meets the Smart Snack requirements,

I understand that the production report does not need to reflect the snacks that are sent at lunchtime, We are required to include snacks if it is a separate meal period like an after school snack. We do not provide after school snack.

**Measures taken to ensure that it will not reoccur in the future.**

-

1. FSD will be revisiting the training site to familiarize and learn all about the Smart Snack requirements using the link:<https://fns-prod.azureedge.us/sites/default/files/resource-files/smartsnacks.pdf>: This has been completed on June 4th 2025.
2. PCS does not sell or intend to intend to sell any snacks via stores, on school campus, vending machines or through fundraisers on school campus.
3. FSD will ensure that no snacks are sold via school, vending machines, stores, or through fundraisers on school campus moving forward.
4. FSD will ensure IF any snacks are sold during lunch and during school hours that these snacks are calculated using Alliance for a Healthier Generation's Smart Snacks Production Calculator. This will ensure that the snacks provided will be healthy snacks and meet the Smart Snack Standards as specified in the training material.
5. FSD will ensure that IF any snacks are sold during lunch and during school hours that these snacks (and their Nutritional Facts will be evaluated and ingredient list will be evaluated. This will ensure that the food meets the nutrient standards for calories, sodium, fats and total sugars

Implementation of this is effective immediately. (June 4th 2025).

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

Corrective Action Plan: Rejected by Genel Cook-Wright 06/04/2025 12:02 PM

Please indicate if Smart Snacks sold at Princeton Charter School have been entered in The Alliance for a Healthy Generation calculator that can be used to determine if a food or beverage meets Smart Snack requirements. <https://foodplanner.healthiergeneration.org/calculator/>

**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.**

Corrective Action Plan: Submitted by Kalpana Mehta 05/28/2025 04:01 PM

Healthy Add on are offered to the students. The vendor has provided Production Records showing the portion sizes for these. The school does not have vending machines or school store.

Corrective Action Plan: Rejected by Genel Cook-Wright 04/09/2025 03:47 PM

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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.**

Corrective Action Plan: Submitted by Kalpana Mehta 04/05/2025 02:10 PM

Smart Snacks described as Healthy Snacks are sold to students. The documents regarding the daily Smart Snack sold: recipe, ingredients and nutritional value have been uploaded. (See attached) This meets the requirements and is in compliance.

# PRINCETON CHARTER SCHOOL-08007540 - 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

Flagged by Genel Cook-Wright 03/06/2025 03:50 PM

Per the Off-Site Assessment Tool, the SFA indicates that Smart Snacks are not sold at Princeton Charter School. However, during the on-site review the state agency found that Smart Snacks (also referred to as "Healthy Add-ons per the SFA) are sold to students.

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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.**

Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	PRINCETON CHARTER SCHOOL-2543	1405	04/07/2025	CAP Accepted
---------------------------------------	--------------------------------------------------------------------------------	-------------------------------	------	------------	--------------

# PRINCETON CHARTER SCHOOL-08007540 - 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 svst

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	<p>Corrective Action Plan: Accepted by Genel Cook-Wright 04/09/2025 12:57 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Kalpana Mehta 04/05/2025 02:11 PM</p> <p>One Health and Sanitary inspection was completed in January 2025. See Health inspection Certificate. (attached)</p> <p>The second required Health inspection has been asked for and awaiting appointment schedule from The Board of Health.</p> <p>An email (attached) sent to our Facility Director to confirm date of our second Health Inspection as required.</p> <p>Moving forward we will be scheduling a Spring and Fall Health, Food and Sanitary inspections every year, as recommended to meet compliance.</p>				
<p>Flagged by Genel Cook-Wright 03/06/2025 03:53 PM</p> <p>The 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.</p> <p>During the on-site review, the SFA provided one food safety inspection for the current SY. Additionally, a second inspection was not requested by the SFA for the current school year.</p> <p><b>Describe in the corrective action how this will be corrected. Corrective Action must be applied SFA-wide.</b></p>					

**Report Selections**

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