

Academy for Urban Leadership CS-08006032 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status
Off-Site Assessment Tool	Off-Site Assessment Tool	Meal Counting and Claiming (300 - 311)		308	02/01/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 01/25/2018 11:21 AM	CAP Accepted		
			CAP Submitted JOHNNY ROSA 01/25/2018 10:58 AM	The Academy has updated alternate site with the Education Site Id number effective. 1-25-2018. Waiting upon approval to conclude with second alternate site.		
			CAP Rejected Corinne Santos-Hernandez 01/25/2018 10:30 AM	The revision for AUL Charter located in Division Street is not complete and could not be approved in the schedule A for the application packet for 2018. The Department of Education Site ID Number is missing. Please provide this information so the revision can be approved and the CAP can be accepted.		
			CAP Submitted JOHNNY ROSA 01/22/2018 01:15 PM	The Academy will update alternate sites through Schedule A in the Electronic System of SNEARS. First update of Alternate Site has been revised on 12-20-2017 waiting upon approval to conclude with second Alternate Site.		
			Flagged Corinne Santos-Hernandez 12/22/2017 12:29 PM	Meal service at alternate points of service other than the cafeteria (e.g. classrooms, kiosks, trailers, etc.) must be approved by the State Agency. To receive approval for alternate serving locations, the Site Details page of the Schedule A in SNEARS must be revised. Indicate the date of revision.		
Off-Site Assessment Tool	Off-Site Assessment Tool	Civil Rights (800 - 807)		807	01/22/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 01/25/2018 10:31 AM	CAP Accepted		
			CAP Submitted JOHNNY ROSA 01/18/2018 10:09 AM	The Civil Rights Compliance Form the checked box observation or personal knowledge was just an over site. This has been corrected as of 12-22-2017.		
			Flagged Corinne Santos-Hernandez 12/22/2017 12:31 PM	The SFA must annually collect racial/ethnic data and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: www.nj.gov/agriculture/applic/forms/#5 . 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	SFA On-Site Monitoring (900)		900	01/22/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 01/25/2018 10:32 AM	CAP Accepted		
			CAP Submitted JOHNNY ROSA 01/18/2018 10:08 AM	At the time of Audit the form was unable to be located because it was filed away in an incorrect file. This has now been corrected as of 12-22-17. Going forward there is a file named SBP and NLP where these forms will be filed.		
			Flagged Corinne Santos-Hernandez 12/22/2017 12:32 PM	All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The SBP On-Site Monitoring Form (#292) 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.		
On-Site Assessment Tool	On-Site Assessment Tool	Certification and Benefit Issuance (124 - 142)		126	01/22/2018	CAP Accepted

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Corrective Action History			CAP Accepted Corinne Santos-Hernandez 01/25/2018 10:30 AM	CAP Accepted		
			CAP Submitted JOHNNY ROSA 01/22/2018 01:16 PM	Applications have been corrected immediately . Notification to parents have been sent out via letters and phone calls of these corrections. Date implemented 12-22-2017.		
			Flagged Corinne Santos-Hernandez 12/22/2017 12:30 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	Verification (207 - 215)		214	01/22/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 01/25/2018 10:32 AM	CAP Accepted		
			CAP Submitted JOHNNY ROSA 01/18/2018 10:31 AM	Real Time has been contacted and matter has been resolved on the MEL Report. Going Forward all status changes will be cross referenced with other reports to ensure these changes. This has been done as of 12-22-2017.		
			Flagged Corinne Santos-Hernandez 12/22/2017 12:32 PM	The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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	Meal Counting and Claiming (314 - 316)		314	01/22/2018	CAP Accepted
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 01/25/2018 10:31 AM	CAP Accepted		
			CAP Submitted JOHNNY ROSA 01/22/2018 01:16 PM	We have implemented POS stations at all check out areas for students as well as having back up rosters available at all times.		
			Flagged Corinne Santos-Hernandez 12/22/2017 12:31 PM	The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS. The Schedule A must be revised to reflect the actual meal counting method 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.		

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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	Meal Counting and Claiming - Review Period (322-325)	Academy for Urban Leadership	324	01/22/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 01/25/2018 10:33 AM	CAP Accepted			
			CAP Submitted JOHNNY ROSA 01/22/2018 01:16 PM	Immediately we stopped serving any bagged lunches, thus allowing students the opportunity to choose all the components they would like, and we have a variety of fruits/vegetables and milk available daily.			
			Flagged Corinne Santos-Hernandez 12/22/2017 12:33 PM	The system for counting lunch meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. The school did not have a reasonable explanation for patterns that were identified with the free, reduced and/or paid lunch counts, indicating questionable meal count practices. Since a flaw exists in the method of accountability immediate investigation and corrective action is necessary. 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. Fiscal action will be taken. An over claim may be assessed.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Counting and Claiming - Review Period (322-325)	Academy for Urban Leadership	325	01/22/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 01/25/2018 10:21 AM	CAP Accepted			
			CAP Submitted JOHNNY ROSA 01/22/2018 01:15 PM	We have implemented POS stations at all check out areas for students as well as having back up rosters available at all times.			
			Flagged Corinne Santos-Hernandez 12/22/2017 12:28 PM	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. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.			
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	Meal Components and Quantities - Review Period (409-412)	Academy for Urban Leadership	409	01/22/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 01/25/2018 10:34 AM	CAP Accepted			
			CAP Submitted JOHNNY ROSA 01/22/2018 01:16 PM	On January 3, 2018 we converted our production records to the States version and a training was done on proper usage and accountability. We also retrained staff on the POS system to ensure proper capturing of all meals.			
			Flagged Corinne Santos-Hernandez 12/22/2017 12:33 PM	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. 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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On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	SFA On-Site Monitoring (901 - 903)	Academy for Urban Leadership	901	01/22/2018	CAP Accepted	
Corrective Action History			CAP Accepted Corinne Santos-Hernandez 01/25/2018 10:20 AM	CAP Accepted			
			CAP Submitted JOHNNY ROSA 01/18/2018 10:10 AM	SFA did complete the form prior to February 1st of 2016-2017. Please see attached in the uploads. The form was just filed in a separate folder from the other. This will now be filed in a folder SBP on Site review and implemented as of 12-22-2017.			
			Flagged Corinne Santos-Hernandez 12/22/2017 12:28 PM	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.			