

UNITY CHARTER SCHOOL-08008050 - 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 | | 120 | 06/07/2018 | CAP Accepted | |
| Corrective Action History | | | CAP Accepted Katie Hunter 05/14/2018 07:41 AM | CAP Accepted | | | |
| | | | CAP Submitted CONNIE SANCHEZ 05/11/2018 12:55 PM | a. New Students When new students are accepted at Unity, at any time of the year they are sent the paper application as part of their welcome packet as well as the link to the application on our website. Our POS roster is updated daily and is connected to the system we use for attendance, Realtime. b. transfer Students When transfer students are accepted at Unity, at any time of the year they are sent the paper application as part of their welcome packet as well as the link to the application on our website. Our POS roster is updated daily and is connected to the system we use for attendance, Realtime. c. Withdrawn Students Realtime is linked daily with our POS system so withdrawn students become inactive upon that daily update. The front office also informs the kitchen staff so that they can make a notation on the application. d. 30 day carryover of prior eligibility Our POS system also has a means of tracking the 30 carryover. The kitchen staff works with the front office as applications are received and keeps a binder of applications from one year to the next. The POS is the first means of tracking that aspect of eligibility in addition to a manual review. | | | |
| | | | Flagged Katie Hunter 05/07/2018 02:33 PM | Must complete #120 | | | |
| | | | Flagged Katie Hunter 03/13/2018 01:50 PM | Must complete #120 | | | |
| | | | Flagged Katie Hunter 03/13/2018 01:50 PM | Must complete #120 | | | |
| On-Site Assessment Tool | On-Site Assessment Tool | Certification and Benefit Issuance | | 137 | 06/07/2018 | CAP Accepted | |
| Corrective Action History | | | CAP Accepted Katie Hunter 05/11/2018 08:09 AM | CAP Accepted | | | |
| | | | CAP Submitted REBECCA RUBENSTEIN 05/09/2018 02:32 PM | The transfer in eligibility has been corrected in the POS system. The family has been informed. | | | |
| | | | Flagged Katie Hunter 05/07/2018 02:33 PM | | | | |
| On-Site Assessment Tool | On-Site Assessment Tool | Certification and Benefit Issuance | | 138 | 06/07/2018 | CAP Accepted | |
| Corrective Action History | | | CAP Accepted Katie Hunter 05/11/2018 08:08 AM | CAP Accepted | | | |
| | | | CAP Submitted REBECCA RUBENSTEIN 05/09/2018 02:30 PM | Eligibility has been corrected in the POS. | | | |
| | | | Flagged Katie Hunter 05/07/2018 02:33 PM | The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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 |
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| On-Site Assessment Tool | On-Site Assessment Tool | Food Safety, Storage and Buy American | | 1400 | 06/07/2018 | CAP Accepted |
| Corrective Action History | | | CAP Accepted Katie Hunter 05/11/2018 08:08 AM | CAP Accepted | | |
| | | | CAP Submitted REBECCA RUBENSTEIN 05/09/2018 02:27 PM | The SOP has been signed. | | |
| | | | Flagged Katie Hunter 05/07/2018 02:33 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 | UNITY CHARTER SCHOOL | 1405 | 06/07/2018 | CAP Accepted |
| Corrective Action History | | | CAP Accepted Katie Hunter 05/11/2018 08:09 AM | CAP Accepted | | |
| | | | CAP Submitted REBECCA RUBENSTEIN 05/09/2018 02:31 PM | Food Safety Inspection report is now posted on the bulletin board outside the kitchen in the cafeteria where it can be seen by the students/public/staff. | | |
| | | | Flagged Katie Hunter 05/07/2018 02:33 PM | | | |
| On-Site Assessment Tool - Site | On-Site Assessment Tool - Site | Meal Counting and Claiming - Review Period | UNITY CHARTER SCHOOL | 325 | 06/07/2018 | CAP Removed |
| Corrective Action History | | | CAP Removed Katie Hunter 03/13/2018 01:44 PM | CAP Removed | | |
| | | | Flagged Katie Hunter 03/13/2018 11:33 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. 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. | | |