

# Administrative Review Report

QUEEN CITY ACAD CHARTER – 080-07600 - Union County

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	112	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:34 PM	The MEL or the benefit issuance document must indicate how eligibility was determined. For example if a paper application is received by the household the document must indicate if the application is determined categorical or by income. Describe in the corrective plan how this will be developed and the date of implementation.
<b>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	119	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:34 PM	The SFA must update student eligibility status when there are changes in eligibility made after the initial approval process (due to verification results, transfers, reported change in household income, etc.). If any change is made, the determining official must update the benefit issuance document with the new eligibility and date of change. 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>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	120	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:35 PM	SFAs must update the point of service and benefit issuance documents when new students are approved, students transfer or withdraw and/or if a new certification document (DC/application) is not approved by the end of the 30 day carryover period. 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>Site Name</b>		
<b>Form Name</b>	Off-Site Assessment Tool	
<b>Question #</b>	121	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:35 PM	A backup system must be established for updating benefit issuance documents. Describe in the corrective plan how this will be developed and the date of implementation.
<b>Site Name</b>	QUEEN CITY ACAD CHARTER	
<b>Form Name</b>	S-1	
<b>Question #</b>	11	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged	Since SFA does not participate in the OVS option all students must receive all

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	Janice Vecchione 05/01/2017 03:36 PM	components of the meal for breakfast and lunch. Describe in the corrective plan how this will be corrected and the date of implementation.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>		
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/03/2017 12:08 PM	Questions 103 and 107-As indicated on the off site assessment form carry-over of eligibility from the previous school year was October 1. A student's eligibility from the previous school year carries over for up to the 30 operating days into the new school year, or until a new eligibility determination is made whichever comes first. The 30 operating days begins on the first operating day of school. MEL must identify EP, verification, and if paper application was categorical or income. Question -119-if eligibility is changed indicate the date on the MEL. Question 900-onsite review for SBP and NSLP were conducted DOR April 5, 2017 1000 Series-LWP-post on website, evaluate and also post on website. Develop standard operating procedures of how to inform stakeholders of their ability to participate in the development, review, update, and implementation of the Local School Wellness Policy
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	126	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:39 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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	130	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:40 PM	Households with students who are denied benefits must be notified, in writing, of the denial. The notification must include the reason for the denial, the right to appeal, instructions on how to appeal and household's option to reapply at any time during the school year. One application was denied, but the student's name was in the POS system as free. 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>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	133	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:40 PM	Documentation for students directly certified as SNAP, TANF and foster is required. Certification errors were found during the State Agency review of documentation for directly certified students. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all direct certification errors recorded. The completed SFA-1 must be uploaded in Documents within the deadline to complete corrective action. Ensure that the current SY DC list is used. Students eligible from the previous SY are not eligible for DC benefits unless they are listed on the current SY DC list. 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

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		implementation.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	137	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:41 PM	Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA. 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>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	138	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:41 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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	140	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:42 PM	After conducting each direct certification match in SNEARS, the SFA must update benefit issuance documents, as applicable, to ensure eligible students receive benefits. 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. Students eligible for DC from the previous SY are not eligible for benefits after the 30 day carry over. The household must file an application for a student to be eligible for F/RP benefits or be determined DC eligible for the current school year. 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>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	207	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:42 PM	The SFA must now complete the verification process according to guidelines established in The Eligibility Manual for School Meals. Five error p r one applications must be selected. Households must received the required SA forms. Documentation of verification must be maintained and documented on form 242. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. Explain,

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		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. Describe in the CAP how this will be corrected.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	208	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:43 PM	The Confirming Official must record on the Verification Tracker (form 242) the date of the confirmation review. 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>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	209	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:43 PM	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab 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.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	211	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/03/2017 12:11 PM	The "We Must Check Your Application" letter was not sent to HH selected for verification. The SFA's verification notification letter must include all required information. The SFA must use the "We Must Check Your Application Letter" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	212	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/03/2017 12:12 PM	Households were not notified in writing when they failed to respond to the verbal verification request. In addition all households selected for verification must be informed in writing When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice We Must Check Your Application" (Form 21). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	

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<b>Question #</b>	215	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:46 PM	The SFA must complete the Verification Process prior to the end of the 16-17 school year. 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>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1215	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:47 PM	The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at <a href="http://www.instituteofchildnutrition.org">www.instituteofchildnutrition.org</a> or the SFA can choose their own online or in person training resource to obtain the required food safety training. 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 when the food safety training will be completed.
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1219	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/03/2017 12:18 PM	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..
	Flagged Janice Vecchione 05/01/2017 03:18 PM	CAP Removed
<b>Site Name</b>		
<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1400	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/03/2017 12:18 PM	A HACCP Plan was available. However each SOP must be signed and dated indicating the review and implementation date for each SOP. After review and implementation sign and date each applicable SOP. The SFA must have a food safety plan in place that includes signed and dated 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.
	Flagged Janice Vecchione 05/01/2017 03:20 PM	CAP Removed
<b>Site Name</b>		

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<b>Form Name</b>	On-Site Assessment Tool	
<b>Question #</b>	1500	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:29 PM	SFA must submit reports to the State Agency as required to demonstrate compliance with program requirements (e.g. annual agreement, food safety certification, verification collection report, monthly reimbursement claim, etc.) 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>Site Name</b>	QUEEN CITY ACAD CHARTER	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	401	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:29 PM	NSLP-If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. SBP-If the SFA does not have offer versus serve, students must take all 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast. 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>Site Name</b>	QUEEN CITY ACAD CHARTER	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	403	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:30 PM	A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. 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>Site Name</b>	QUEEN CITY ACAD CHARTER	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	603	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:30 PM	Low fat PC condiment should be purchased when possible.
<b>Site Name</b>	QUEEN CITY ACAD CHARTER	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	811	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:31 PM	SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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

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		implementation.
<b>Site Name</b>	QUEEN CITY ACAD CHARTER	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	901	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:31 PM	SFAs must conduct a NSLP on-site accountability review prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. SFAs must conduct a SBP on-site accountability review 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.
<b>Site Name</b>	QUEEN CITY ACAD CHARTER	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	1403	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:31 PM	A HACCP Plan was available. However each SOP must be signed and dated indicating the review and implementation date for each SOP. After review and implementation sign and date each applicable SOP. 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>Site Name</b>	QUEEN CITY ACAD CHARTER	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	1404	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:31 PM	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. SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Contact the local board of health in writing if the second review is not conducted by June 1. Describe in the corrective action how this will be corrected.
<b>Site Name</b>	QUEEN CITY ACAD CHARTER	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	1405	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:32 PM	The food safety inspection report was not posted in a publicly visible location. Post the most recent inspection in a visible location Describe in the CAP how this will be corrected.
<b>Site Name</b>	QUEEN CITY ACAD CHARTER	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	1406	

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<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:32 PM	SFA has a written food safety plan, but it was incomplete and the staff was not trained . E ach SOP must be signed and dated indicating the review and implementation date for each SOP. The SOP must be reviewed with the food service staff. After review and implementation sign and date each applicable SOP 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>Site Name</b>	QUEEN CITY ACAD CHARTER	
<b>Form Name</b>	On-Site Assessment Tool - Site	
<b>Question #</b>	1407	
<b>Due Date</b>	06/02/2017	
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	Flagged Janice Vecchione 05/01/2017 03:33 PM	SFA did not have daily temperature logs on the day of review. Daily temperature logs for each freezer, refrigerated unit must be completed, maintained and filed at each school service site. 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. A sample temperature log can be obtained on the NJDA website: <a href="http://www.state.nj.us/agriculture/applic/forms/#5">http://www.state.nj.us/agriculture/applic/forms/#5</a>