

CHARTER TECH HS-08007410 - 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
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	CHARTER TECH HS-08007410	126	02/03/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/31/2025 02:24 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by JILL CARSON 01/28/2025 02:46 PM				
	<p>missing SS numbers were added to the applications as received on specific dates noted in SFA-1. Correct applications were delivered to applications #55 and #61 and all data was completed on January 21, 2025.</p> <p>Flagged by Lorena Paredes 01/03/2025 10:43 AM</p> <p>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 and/or SFA-2.)</p> <p>The SFA must go into the SFA-1 and indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments. In addition, school year 2023-2024 Free and Reduced price meal applications were used for applications #55 and #61. The correct applications for current school year must be given to both households as part of Corrective Action. Indicate the date of correction.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	CHARTER TECH HS-08007410	208	02/03/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/31/2025 02:22 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by JILL CARSON 01/28/2025 02:46 PM				
	<p>The confirming official is the Vice Principal. All paperwork related to food applications will be reviewed by him and initialed. This process has been corrected as of January 8, 2025.</p> <p>Flagged by Lorena Paredes 01/03/2025 10:41 AM</p> <p>The Confirming Official must record on the Verification Tracker the date of the confirmation review or sign and date the application in the Confirming Official field.</p> <p>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>				
Verification	Verification (On-Site Assessment Tool) (207H)	CHARTER TECH HS-08007410	209	02/03/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/31/2025 02:25 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by JILL CARSON 01/28/2025 02:46 PM				
	The family was contacted and form 237 was mailed to them on December 20, 2024 with a January 10, 2025 deadline to respond. Although they claimed to not have income any longer for one parent, they refused to verify that status and were notified that the student status was changed to pay on January 10, 2025. The status will remain as paid until the family responds with additional information.				
	Flagged by Lorena Paredes 01/03/2025 10:44 AM				
	<p>Application 72 was verified incorrectly. Original application indicated income for father. Only income proof provided at time of verification came from mother who stated father no longer has any income. Family then submitted a new application with no income for dad. Households who re-apply as a result of becoming denied after verification must still submit proof of income or lack of income. SFA must change student to Paid status until income proof from father is received and make changes as applicable.</p> <p>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.</p> <p>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>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	CHARTER TECH HS-08007410	211	02/03/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/31/2025 02:22 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by JILL CARSON 01/28/2025 02:46 PM				
	We have obtained an updated version of Form #236 (9/24 version) and have loaded that into our database. We will ensure that all updated forms are obtained through the USDA website or State of NJ resources each year. This was completed on January 8, 2025.				
	Flagged by Lorena Paredes 01/03/2025 10:42 AM				
	SFA used outdated forms. The SFA's verification notification letter must include all required information. It is highly recommended that the SFA use the most recent "First Notice to Household" (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.				
Verification	Verification (On-Site Assessment Tool) (207H)	CHARTER TECH HS-08007410	214	02/03/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/31/2025 02:23 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by JILL CARSON 01/28/2025 02:46 PM				
	Our new registrar has been made familiar with the guidelines regarding this process. It should be noted that the previous registrar was on staff at the time of this action. Our new Vice Principal has also been made aware of the guidelines regarding the timing issues. Any charges incurred during the nine days without notification and unpaid by the student will be the responsibility of the school. All reductions in benefits will be given 10 days notification and all increases in benefits will be processed immediately, effective January 17, 2025.				
	Flagged by Lorena Paredes 01/03/2025 10:42 AM				
	Application #30 was giving one day for reduction of benefits. Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	CHARTER TECH HS-08007410	215	02/03/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/31/2025 02:23 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by JILL CARSON 01/28/2025 02:46 PM				
	Although the verification was completed by November 15th, Form 244 was not sent. We downloaded a copy of Form 244 on January 28, 2025 and will utilize it in future verifications.				
	Flagged by Lorena Paredes 01/03/2025 10:42 AM				
	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.				
	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.				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	CHARTER TECH HS-08007410	806	02/03/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/31/2025 02:27 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by JILL CARSON 01/28/2025 02:46 PM				
	All staff directly involved had received training annually, with the exception of our new Vice Principal, Mr. Pallitto, did not complete the training after coming on board. Mr. Pallitto has completed the training subsequently on January 8, 2025. We will ensure that all staff are receiving the training on an annual basis no matter when they start employment with the school. It will be immediately added to our new hire checklist.				
	Flagged by Lorena Paredes 01/03/2025 10:43 AM				
	Civil Rights training requirement must be met by those involved in the determination of applications, the verification process, and by the hearing official.				
	Annual civil rights training is required for all staff who interact with program participants or applicants (those involved in free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS.				
	Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Chartertech High School-12190	401	02/03/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Lorena Paredes 01/31/2025 02:22 PM CAP Accepted				
	Corrective Action Plan: Submitted by Jonathan Sylvester 01/03/2025 02:07 PM				
	As noted, and discussed during the review, two students input their numbers and snuck past the cashier while she was helping a special needs student. We noticed that the two students didn't have all components and voided out the transactions. Also, the cashier did inform any other student at the time of service that they needed all components in order to claim a breakfast.				
	We have now added more teachers to the service line to help keep the flow of students steady, so they do not clog up the cashier, and so she has more time to see what each student has. This was started on 1/2/25.				
	Flagged by Lorena Paredes 01/03/2025 11:29 AM				
	At breakfast on 12/18, two students passed through line with incomplete meals. One student had 2 fruits, the other had 1 milk and 1 muffin. At end of service, both students' transactions were then voided out and not included in counts, thus, resulting in zero disallowed meals. Reminder that meals must contain required items/components for a reimbursable meal to be counted at point of service.				
	Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.					

Report Selections

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