

LEAP ACADEMY UNIVERSITY-08007109 - 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
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	LEAP ACADEMY UNIVERSITY-08007109	810	02/28/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/07/2025 08:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Stahlman 03/06/2025 04:13 PM				
	<p>The Non-Discrimination statement is now posted on the district website and can be found at the following link.</p> <p>This will be updated annually in August to ensure compliance</p> <p>https://www.leapacademycharter.org/parent-engagement-center/public-information/</p>				
	<p>Flagged by Amy Martin 01/28/2025 01:09 PM</p> <p>The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website.</p> <p>The SFA's website and/or Nutrition landing page does not contain the USDA's current non-discrimination statement.</p> <p>The current statement is at the following link: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</p> <p>Explain in detail, how the finding was 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.</p>				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	LEAP ACADEMY UNIVERSITY-08007109	1006	02/28/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/07/2025 08:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Stahlman 03/06/2025 04:08 PM				
	<p>The wellness policy assessment tool is now posted on the district website and will be evaluated bi-annually. 3/6/2025</p> <p>the link is below</p> <p>chrome-extension://efaidnbmninnibpcjpcglclefindmkaj/https://www.leapacademycharter.org/wp-content/uploads/2025/03/Form-357-Wellness-Policy-Assessment-Tool_08.2017-post.pdf</p>				
	<p>Flagged by Amy Martin 01/28/2025 01:42 PM</p> <p>SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web site. The most recent wellness policy emailed to me was in 2024, however the 2019 assessment is posted on the SFA's website.</p> <p>Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	LEAP Academy 639 -2929		02/28/2025	CAP Submitted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Submitted by Michelle Stahlman 03/05/2025 12:18 PM</p> <p>As of 1/29/25 the after school snack menu was updated to exclude the type of granola bar served on the day of the review.</p> <p>Going forward the staff will refer to the USDA Grain chart to ensure that the grain offered is equal to 1 full oz serving.</p>				
	<p>Flagged by Amy Martin 03/05/2025 12:18 PM</p> <p>Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements.</p> <p>On the day of the AR, the after school snack served was a chocolate chip granola bar and juice. Although the juice credited as one serving, the granola bar only credited as 0.25 oz serving. Therefore, the snack served on 1/27/2025 contained an insufficient quantities.</p> <p>As discussed at the exit conference findings were found in this area. Explain in detail, how the findings 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.</p>				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	LEAP Academy 639 -2929		02/28/2025	Flagged
Corrective Action History	<p>Flagged by Amy Martin 03/05/2025 12:18 PM</p> <p>Snack counts must be properly counted and claimed. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) 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.</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	LEAP Academy 639 -2929	401	02/28/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/07/2025 08:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Stahlman 02/02/2025 01:21 PM				
	There is a training for our staff on 2/3 to review the meal components. We will also review the difference between allergies and religious preferences.				
	Flagged by Amy Martin 01/28/2025 01:06 PM				
	Since the site is serve only for lunch, all meal components in their proper quantities must be offered and served to students, for a meal to be claimed for reimbursement.				
	On the day of observation, two meals were claimed for reimbursement that did not contain the milk component.				
	Explain in detail, how the finding was 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 - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	LEAP Academy 639 -2929	402	02/28/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/07/2025 08:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Stahlman 02/02/2025 01:28 PM				
	<p>1/27/25 This was corrected as it was found on the day of the review.</p> <p>To prevent further confusion with the serving sizes the menus going forward, the staff are having daily huddles with the cook to ensure the correct portion is given for the vegetables. Future menus will be limited to one vegetable a day so the serving size will not be so confusing.</p> <p>The attached trainings will be covered with the team on 2/3/25</p>				
	<p>Flagged by Amy Martin 01/28/2025 01:06 PM</p> <p>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.</p> <p>On the day of observation, the Kindergarten meal service is stationed in the hallway. Each of the five K classrooms (usually six), come to the hallway to get served. There were two hot food carts in the hallway. Upon inspection of the first hot food container, the broccoli was served in inconsistent portions, but did not amount to 3/4 cup serving. The second cart did contain the accurate portion size. During a break in meal serve, the reviewer had the food service open the second hot cart and serve from that while the original was taken back to the kitchen for the addition of more broccoli. This is a repeat Performance Standard 2 (PS2) violation. 28 meals are disallowed.</p> <p>The grades 1-3 are served upstairs in the multipurpose room/cafe. On the day of observation, the site ran out of broccoli. A romaine salad was offered in its place. Unfortunately, when the change happened the serving size of the salad remained at 3/4 cup, which only credit as 3/8 cup. This is a repeat Performance Standard 2 (PS2) violation. 15 meals are disallowed.</p> <p>28 + 15 = 43 total meals disallowed due to insufficient quantities of vegetable.</p> <p>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews. Indicate the date of implementation.</p>				

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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)	LEAP Academy 639 -2929	404	02/28/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/07/2025 08:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Stahlman 03/06/2025 04:15 PM				
	The menu for the Lower School was posted on the district website as of 2/4- the menus for all buildings in the district will be posted to the district website monthly beginning on 4/1/2025				
	Flagged by Amy Martin 01/28/2025 01:11 PM				
Corrective Action History	Although the monthly menu was posted on the serving line, the menu that is posted on the website is from 2020.				
	Explain in detail, how the finding was 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)	LEAP Academy 639 -2929	409	02/28/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/07/2025 08:47 AM
	CAP Accepted
	Corrective Action Plan: Submitted by Michelle Stahlman 02/03/2025 03:41 PM
	<p>2/3/2025 Jessica and Roger have corrected the menu for February to have only 1 vegetable offering daily on the menu.</p> <p>They are offering 2 choices of milks daily, and ensuring that both are reflected on the production records.</p> <p>They have reviewed the serving sizes with the FSWs and explained that leafy greens need to served in a larger portion than the other vegetables.</p>
	<p>Flagged by Amy Martin 01/28/2025 01:07 PM</p> <p>At breakfast and lunch , all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, 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>A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas.</p> <p>According to the production records, for breakfast on Monday, Dec 16, 2024; only one milk option (1% white) for the K-1 meal service was offered to students.</p> <p>In addition, although the production records indicate that all meal components in their proper quantities were offered and served to students, the production records and recipes need adjusting, including listing proper meal contributions, serving sizes, etc. It should also be noted that on multiple days of the review week more than one vegetable was offered, but serving size varied, while on other days just one vegetable was offered. This can be confusing to food service workers and may cause portion size issues, much like what was seen on the observation. I strongly encourage either two vegetables be offered in 1/2 cup portions (1c leafy greens) or just one vegetable in the 3/4 cup serving (1.5c leafy greens).</p> <p>These are Performance Standard 2 (PS2) violations. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews.</p> <p>Explain in detail, how the finding was 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
Group 1: CA Count (2)		LEAP ACADEMY UNIVERSITY-08007109		02/28/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/07/2025 08:48 AM CAP Accepted				
	Corrective Action Plan: Submitted by Michelle Stahlman 02/03/2025 03:55 PM				
	As of 1/29/25 the after school snack menu was updated to exclude the type of granola bar served on the day of the review. Going forward the staff will refer to the USDA Grain chart to ensure that the grain offered is equal to 1 full oz serving.				
	Flagged by Amy Martin 01/28/2025 01:59 PM Production records must list each meal component and reflect that the planned portion sizes meet the meal pattern component requirements. On the day of the AR, the after school snack served was a chocolate chip granola bar and juice. Although the juice credited as one serving, the granola bar only credited as 0.25 oz serving. Therefore, the snack served on 1/27/2025 contained an insufficient quantities. As discussed at the exit conference findings were found in this area. Explain in detail, how the findings 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.				
	Flagged by Amy Martin 01/28/2025 01:13 PM As discussed at the exit conference, violations were found for the After School Snack Program. Explain in detail, how the finding (s) 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.				
Group 2: CA Count (2)		LEAP ACADEMY UNIVERSITY-08007109		02/28/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 03/07/2025 09:05 AM
	CAP Accepted
	Corrective Action Plan: Submitted by Michelle Stahlman 03/06/2025 04:05 PM
	Steve at district is currently working with Nutri-Kids to ensure the student are in the software under the correct serving site. Expected completion 3.7.2025
	Flagged by Amy Martin 01/28/2025 01:14 PM
Corrective Action History	Edit check worksheets must be completed and required comparisons made prior to submitting and certifying the reimbursement claim. The SFA must compare each site's daily counts of meals against the number of students in that site currently eligible for meals and the attendance adjusted eligible.
	This procedure is required for breakfast and lunch.
	Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
	Flagged by Amy Martin 01/28/2025 01:14 PM
	Breakfast and lunch counts must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim.
Corrective Action History	In NJ, the claim for reimbursement is entered into SNEARS site by site. Although the total meals claimed by the SFA is accurate the SNEARS claim for reimbursement entered for each site is incorrect. Instead of claiming the meals by serving location, meals were claimed by "Building Assignment." According to CFR 210.7, claims for reimbursement for breakfast and lunch must be based the counts taken daily at the point of service (serving location).
	The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. Although this is a systemic issue, a fiscal recalculation is not requires as the total SFA claim was accurate. However, the SFA must identify why the serving location and building assignment numbers are different and either provide a justification or correct the issue.
	Explain in detail, how the finding was 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.

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Report Selections

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