

BURCH CHARTER SCH OF EX-08006022 - 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
Professional Standards	Professional Standards (On-Site Assessment Tool)	BURCH CHARTER SCH OF EX-08006022	1217	06/30/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 06/11/2025 10:22 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Alisia Moody 06/11/2025 09:33 AM</p> <p>All documents have been uploaded in NJ Soars</p> <p>Date of completion: June 2,2025</p> <p>Staff responsible: Food Service Director</p>				
<p>Flagged by Kaitlyn Matthews 05/30/2025 11:51 AM</p> <p>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.</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>					
Professional Standards	Professional Standards (On-Site Assessment Tool)	BURCH CHARTER SCH OF EX-08006022	1219	06/30/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/11/2025 10:22 AM CAP Accepted				
	Corrective Action Plan: Submitted by Alisia Moody 06/11/2025 09:40 AM All cafeteria have been trained. Starting the new administrative year of 2025-2026 breakfast will no longer be served in the classrooms Teachers will not be involved in counting and claiming. Date of completion: September 2,2025 Staff responsible: School administrators and staff				
Flagged by Kaitlyn Matthews 05/30/2025 11:52 AM Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: https://theicn.org/ . 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.					
Group 1: CA Count (2)		BURCH CHARTER SCH OF EX-08006022		06/30/2025	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 06/11/2025 10:24 AM</p> <p>CAP Accepted</p>
	<p>Corrective Action Plan: Submitted by Alisia Moody 06/11/2025 10:16 AM</p> <p>Going forward HAACP Booklet was signed and completed for standard operations on June 2, 2025</p> <p>Moving forward in the new administrative year of 2025-2026 the booklet will be signed and dated for each standard operating procedure.</p> <p>Date of Completion: September 2, 2025</p> <p>Staff responsible: Food Service Director</p>
	<p>Flagged by Kaitlyn Matthews 05/30/2025 11:51 AM</p> <p>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.</p> <p>Corrective Action Finding:</p> <p>HACCP Book was available but not signed and dated indicating review.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>
	<p>Flagged by Kaitlyn Matthews 05/30/2025 11:51 AM</p> <p>SFA did not have a food safety plan implemented. 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.</p> <p>Corrective Action Finding:</p> <p>HACCP Book was available but not signed and dated indicating review.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Group 2: CA Count (2)		BURCH CHARTER SCH OF EX-08006022		06/30/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 06/11/2025 10:24 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Alisia Moody 06/11/2025 10:19 AM</p> <p>Starting next administrative school year, 2025-2026 the onsite review will be completed by Business Administrative</p> <p>Date of Completion: January 2026</p>				
Corrective Action History	<p>Flagged by Kaitlyn Matthews 05/30/2025 11:51 AM</p> <p>All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The NSLP and SBP On-Site Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>				
	<p>Flagged by Kaitlyn Matthews 05/30/2025 11:51 AM</p> <p>All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast and lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The NSLP and SBP On-Site Review Form (#142) must be used.</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>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	Burch Charter School of Excellence-7923	318	06/30/2025	CAP Accepted

BURCH CHARTER SCH OF EX-08006022 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/11/2025 10:23 AM CAP Accepted				
	Corrective Action Plan: Submitted by Alisia Moody 06/11/2025 09:56 AM Breakfast will not be served in the classrooms for the new administrative year 2025-2026 Breakfast will be served in the cafeteria and gymnasium from 7:30 am- 8:30 am will computer as POS in both locations. Date of completion: September 3, 2025 Staff responsible: Business Administrative and Cafeteria				
	Flagged by Kaitlyn Matthews 05/30/2025 11:56 AM An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for breakfast. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. The State Agency has determined that the inaccurate counting of meals observed at breakfast is an ongoing systemic problem. The meal counting system must be corrected. Corrective Action Finding: Day of review, breakfast: Students receive breakfast in the classroom. Teachers were not checking off students' names on the roster when a reimbursable meal was served. Additionally, a student was completing the roster in one classroom. State agency is unable to verify meal counts for the day of review 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. Corrective Action must be applied SFA-wide. Fiscal action will be taken. An over claim may be assessed.				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Burch Charter School of Excellence-7923	325	06/30/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 06/11/2025 10:23 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Alisia Moody 06/11/2025 10:00 AM</p> <p>Breakfast will not be served in classrooms in the new administrative year 2025-2026</p> <p>It will be served in the cafeteria and gymnasium 7:30 am-8:30 am with POS in both locations.</p> <p>Date of completion: September 3, 2025</p> <p>Staff responsible: Business Administrator and cafeteria staff</p>				
	<p>Flagged by Kaitlyn Matthews 05/30/2025 11:59 AM</p> <p>Breakfast 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. The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast for the review period is an ongoing systemic problem. The system of counting meals must be corrected.</p>				
	<p>Corrective Action Finding:</p> <p>Students eat breakfast in the classroom and teachers complete a roster (18 classrooms). Several classrooms have incomplete rosters for the review week (4/7/2025-4/11/2025). State agency is unable to verify breakfast meal counts for the review month due to inaccurate meal counting and claiming.</p> <p>Classroom LL9- Students are not checked off on the roster on 4/11/2025.</p> <p>Classroom 201- Students are not checked off on the roster on 4/8/2025-4/11/2025.</p> <p>Classroom 208- The teacher only checked off tardy and absent students.</p> <p>Classroom 310- Students are not checked off on the roster on 4/9/2025.</p> <p>Classroom 305- Students are not checked off on the roster on 4/10/2025-4/11/2025.</p> <p>Classroom 302- Students are not checked off on the roster on 4/11/2025.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.</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)	Burch Charter School of Excellence-7923	403	06/30/2025	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 06/11/2025 10:24 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Alisia Moody 06/11/2025 10:10 AM</p> <p>Contacted Food Service Vendor to make sure that there is a variety of milk allowed for a scholar's choice</p> <p>Date of completion: May 30, 2025</p> <p>Staff responsible: Food Service Director</p>				
Corrective Action History	<p>Flagged by Kaitlyn Matthews 05/30/2025 12:00 PM</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. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low-fat lactose reduced/lactose free milk.</p>				
	<p>Corrective Action Finding:</p> <p>Day of review, breakfast: only low-fat 1% milk was served.</p> <p>Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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.</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Burch Charter School of Excellence-7923	404	06/30/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/11/2025 10:22 AM CAP Accepted				
	Corrective Action Plan: Submitted by Alisia Moody 06/11/2025 09:24 AM Signage is posted currently and will make sure that signage is posted going forward. Date of completion was on May 28,2025 Staff responsible: Cafeteria				
Corrective Action History	Flagged by Kaitlyn Matthews 05/30/2025 11:51 AM Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable breakfast and lunch. Posting only a monthly menu does not meet this requirement.				
	<p>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.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Burch Charter School of Excellence-7923	409	06/30/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/11/2025 10:23 AM CAP Accepted				
	Corrective Action Plan: Submitted by Alisia Moody 06/11/2025 09:45 AM On a daily basis a different member will make sure that the production record is completed and initialed. Date of completion: June 11,2025 Staff responsible: Cafeteria				
Corrective Action History	Flagged by Kaitlyn Matthews 05/30/2025 11:52 AM				
	At breakfast and lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 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. Corrective Action Finding: Review Week- Production records are incomplete for breakfast and lunch on Friday, 4/11/2025. Portions left over, reimbursable, non-reimbursable, and total milk usage are not complete. 268 breakfast meals are non-reimbursable, and 307 lunch meals are non-reimbursable. 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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Burch Charter School of Excellence-7923	411	06/30/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/11/2025 10:23 AM CAP Accepted				
	Corrective Action Plan: Submitted by Alisia Moody 06/11/2025 09:51 AM Food vendor was contacted and ask that if any substitutions be made in the future to please give prior notice and make sure that the menu reflects it. Date of completion: May 30,2025 Staff responsible: Food Vendor and Cafeteria staff				
Flagged by Kaitlyn Matthews 05/30/2025 11:53 AM					
When making substitutions to the planned lunch menu, the SFA must make sure the substitution is appropriate and will still provide a reimbursable meal. Substitutions made for vegetables must still meet the weekly subgroup requirements.					
Corrective Action Finding:					
Tomato salad was on the menu for Friday, 4/11/2025. However, the production records indicate a three-bean salad was served. Vegetable sub-group red/orange was not served during the review week.					
Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. 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.					
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	Burch Charter School of Excellence-7923	501	06/30/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/11/2025 10:23 AM CAP Accepted				
	Corrective Action Plan: Submitted by Alisia Moody 06/11/2025 09:47 AM Staff was trained on Offer vs. Serve Date of completion: June 2, 2025 Staff responsible: Food Service Director				
	Flagged by Kaitlyn Matthews 05/30/2025 11:52 AM Food service staff/cashiers/teachers 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	Burch Charter School of Excellence-7923	502	06/30/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/11/2025 10:22 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Alisia Moody 06/11/2025 09:31 AM				
Signage was posted on the serving line and will make sure that it is visible going forward					
Date of completion: May 28,2025					
staff responsible: Cafeteria					
Flagged by Kaitlyn Matthews 05/30/2025 11:51 AM					
<p>Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>					

Report Selections

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