

## MARION P THOMAS CHARTER-08007210 - 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 (Off-Site Assessment Tool) (800H)	MARION P THOMAS CHARTER-08007210	806	04/03/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/26/2025 08:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Brian Falkowski 03/06/2025 12:51 PM				
	Civil rights training for the staff at the school has been planed and the viewing material will be the Civil RIghts Webinar off of the SNEARS website.				
	Date of Implementation 3/6/2025.				
	Flagged by Kaitlyn Matthews 03/03/2025 12:20 PM				
Corrective Action History	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, 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.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	MARION P THOMAS CHARTER-08007210	1214	04/03/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/26/2025 12:12 PM CAP Accepted				
	Corrective Action Plan: Submitted by Brian Falkowski 03/26/2025 09:08 AM Date of implementation is 3/26/2025				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 03/26/2025 08:48 AM <b>Please indicate the date of implementation.</b>				
	Corrective Action Plan: Submitted by Shanta McCleave 03/24/2025 10:16 AM Our FS Director is required to take different types of training throughout the year.				
	Flagged by Kaitlyn Matthews 03/03/2025 12:20 PM  School Nutrition Program directors are required to complete at least 12 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: <a href="https://theicn.org/">https://theicn.org/</a> .  <b>Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.</b>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	MARION P THOMAS CHARTER-08007210	1215	04/03/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/26/2025 12:12 PM CAP Accepted				
	Corrective Action Plan: Submitted by Brian Falkowski 03/26/2025 09:08 AM Date of implementation is 3/26/2025				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 03/26/2025 08:49 AM <b>Please indicate the date of implementation.</b>				
	Corrective Action Plan: Submitted by Shanta McCleave 03/24/2025 10:22 AM Yes. all of our managers are required to have training once a year.				
	Flagged by Kaitlyn Matthews 03/03/2025 12:20 PM  School Nutrition Program managers are required to complete at least 10 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: <a href="https://theicn.org/">https://theicn.org/</a> .  <b>Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.</b>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	MARION P THOMAS CHARTER-08007210	1217	04/03/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/26/2025 12:12 PM CAP Accepted				
	Corrective Action Plan: Submitted by Brian Falkowski 03/26/2025 09:07 AM Date of implementation is 3/26/2025				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 03/26/2025 08:49 AM <b>Please indicate the date of implementation.</b>				
	Corrective Action Plan: Submitted by Shanta McCleave 03/25/2025 02:54 PM Training is computer generated annually.				
	Flagged by Kaitlyn Matthews 03/03/2025 12:21 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.				
	<b>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>				
Group 1: CA Count (2)		MARION P THOMAS CHARTER-08007210		04/03/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 04/01/2025 08:07 AM CAP Accepted				
	Corrective Action Plan: Submitted by Brian Falkowski 03/26/2025 12:15 PM Date of implementation was 3/5/2025				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 03/26/2025 12:13 PM <b>Please indicate the date of implementation.</b>				
	Corrective Action Plan: Submitted by Brian Falkowski 03/06/2025 01:43 PM  HACCP principles have been taken from the SNEARS website and have been updated to list school specific information within. A copy of this food safety plan is required to be present at all food serving sites within the district. All members of our food service staffing have been informed or its whereabouts at each location and to recall the written materials within this plan.				
	Flagged by Kaitlyn Matthews 03/03/2025 12:23 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.  <b>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.</b>				
	Flagged by Kaitlyn Matthews 03/03/2025 12:23 PM  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.  <b>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.</b>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	Sankofa Academy-390454	318	04/03/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/26/2025 08:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Brian Falkowski 03/06/2025 01:16 PM				
	<p>Counts are being tallied by a separate employee other than the one service the meals. This will allow each staff member to concentrate on their own task to ensure proper counting and eligibility determination. A point of sale tablet is also being considered to implement as the student population at the Sankofa site specifically is set to grow.</p> <p>Date of implementation - 3/6/2025</p>				
<b>Corrective Action History</b>	Flagged by Kaitlyn Matthews 03/03/2025 12:22 PM				
	SFA uses rosters during lunch. Either cafeteria staff or teachers complete the rosters. Staff completing rosters must be able to identify a reimbursable meal. Although all lunch meals on the day of review were reimbursable, training must be implemented SFA-wide.				
	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. 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 lunch is an ongoing systemic problem. The meal counting system must be corrected.				
	<b>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.</b>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	Sankofa Academy-390454	321	04/03/2025	CAP Accepted

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**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
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/26/2025 08:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Brian Falkowski 03/06/2025 01:18 PM				
	<p>Staff has been informed that edit check worksheets are a required form to fill out every serving day to detail the accurate number of meals served for both Breakfast and Lunch respectively. These edit checks will be utilized to check final submissions for claims for reimbursement each month to ensure proper claiming. The school will be utilizing Form 218.</p> <p>Date of Implementation - 3/6/2025</p>				
Meal Counting and Claiming - Review Period	<p>Flagged by Kaitlyn Matthews 03/03/2025 12:21 PM</p> <p>The SFA does not complete edit check worksheets, unable to determine breakfast and lunch counts for the review month (January). SFA must use Edit Check Worksheet for CEP (Form 218).</p> <p><b>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.</b></p>				
	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Sankofa Academy-390454	325	04/03/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/26/2025 08:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Brian Falkowski 03/06/2025 01:08 PM				
	<p>The school has implemented updating counting measures at Sankofa to ensure that meals are properly being accounted for for each service every day.</p> <p>Counts are being tallied by a separate employee other than the one service the meals.</p> <p>Edit checks are a required form to fill out every serving day to detail the accurate number of meals served for both Breakfast and Lunch. These edit checks will be utilized to check final submissions for claims for reimbursement each month.</p> <p>Date of implementation - 3/6/2025</p>				
	<p>Flagged by Kaitlyn Matthews 03/03/2025 12:24 PM</p> <p>Rosters were implemented 1/13/2025. Edit checks are not used. Cafeteria staff at Sanfoka Academy text the Food Service Director breakfast and lunch counts at the end of each day. These numbers are entered into the reimbursement claim. Before rosters were implemented on 1/13/25, attendance sheets were used to count meals from each classroom teacher. No dates, tallies, or indication of breakfast or lunch are provided on the attendance sheets. Unable to determine proper meal counting and claiming practices.</p> <p>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.</p> <p><b>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.</b></p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Sankofa Academy-390454	403	04/03/2025	CAP Accepted



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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/26/2025 12:12 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Brian Falkowski 03/26/2025 09:07 AM				
	Date of implementation was 3/4/2025				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 03/26/2025 08:46 AM				
	<b>Please indicate the date of implementation.</b>				
	Corrective Action Plan: Submitted by Brian Falkowski 03/04/2025 01:33 PM				
	The school acknowledges that only one type of milk was offered during breakfast of the review day.				
	Going forward the school will ensure that for both Breakfast & Lunch service we always have two types of milk options for students at all service sites.				
	Flagged by Kaitlyn Matthews 03/03/2025 12:20 PM				
	Breakfast day of review, 2/26/2025: only low-fat white milk was offered.				
	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. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.				
	<b>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.</b>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Sankofa Academy-390454	409	04/03/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/26/2025 08:48 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Brian Falkowski 03/06/2025 01:35 PM				
	<p>The SFA acknowledges that all required meal components must be offered to students daily for each meal respectfully. The SFA must ensure that all components of a meal are served to ensure they are meet the requirements of being reimbursable. Menus must be in compliance with the meal pattern for minimum daily and weekly requirements. The school has worked with the FSMC to make sure all menus are updated and that all required components of a reimbursable meal (both lunch and breakfast) are provided/served to all students.</p> <p>Date of implementation - 3/6/2025</p>				
	<p>Flagged by Kaitlyn Matthews 03/03/2025 12:21 PM</p> <p>Review week breakfast, missing component: 16 meals did not have a fruit/vegetable.</p> <p>1/13/25: 5 meals did not have a fruit/vegetable.</p> <p>1/15/25: 3 meals did not have a fruit/vegetable.</p> <p>1/16/25: 4 meals did not have a fruit/vegetable.</p> <p>1/17/25: 4 meals did not have a fruit/vegetable.</p> <p>At breakfast, 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><b>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.</b></p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Sankofa Academy-390454	410	04/03/2025	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 03/26/2025 08:47 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Brian Falkowski 03/04/2025 01:45 PM</p> <p>Serving utensils/equipment will be adjusted to ensure the proper amount of vegetables is served to each student to make sure that all students are served an accurate reimbursable meal that hits the requirements for all categories.</p> <p>Additionally, the school will monitor and work with the FSMC to make sure that all required vegetable subgroups (red/orange, beans/peas, and dark greens) are hit in each given week of the school year.</p> <p>Date of Implementation: 3/4/2025</p>				
Civil Rights	<p>Flagged by Kaitlyn Matthews 03/03/2025 12:21 PM</p> <p>Insufficient quantities during the review week (1/13/25-1/17/25)- Production records indicate that 2 oz (1/4 cup) of vegetable was offered daily. Per the Lunch Meal Pattern (K-5), a minimum of 3/4 cup vegetable must be offered daily. Additionally, vegetable subgroups red/orange, beans/peas (legumes), and dark green was not offered during the review week.</p> <p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</p> <p><b>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.</b></p>				
	Civil Rights (On-Site Assessment Tool - Site) (811H)	Sankofa Academy-390454	811	04/03/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/26/2025 08:47 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Brian Falkowski 03/06/2025 12:54 PM				
	The "And Justice for All" poster has been placed in a prominent location, visible to the students, in all feeding sites at the school.				
	Date of Implementation - 3/6/2025				
	Flagged by Kaitlyn Matthews 03/03/2025 12:20 PM				
SFA/Sponsor On-Site Monitoring	SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students.				
	<b>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.</b>				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	Sankofa Academy-390454	901	04/03/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 03/26/2025 08:46 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Brian Falkowski 03/04/2025 01:40 PM				
	The school has set-up a recurring notice for future years as a reminder that the on-site review/monitoring form must be completed before February 1st of each Fiscal Year at all feeding sites.				
	The school will initiate a review for the current year to be conducted before the end of March 2025.				
	Date of implementation: 3/4/2025				
	Flagged by Kaitlyn Matthews 03/03/2025 12:20 PM				
All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The CEP-NSLP and SBP On-Site Review Form (#211) 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. 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