PRIDE ACADEMY CHARTER-08006020 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	PRIDE ACADEMY CHARTER-08006020	126	06/02/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 10:07 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 05:00 PM **All applications will under-go a three step verification process to ensure accuracy: initial review by the determining official, second review will be done by the confirming official and the final review will be done by the verifying official. Correct documentation will be maintained in the MEL to reflect accurate student statuses. The MEL is updated after each processed application and following any correction or changes in students eligibility. All errors identified during the State's reviews were corrected and recorded in the MEL and students posted for accurate reimbursable meals counts. Students names will not be included in the documentation submitted per confidential requirements. Staff responsible for for processing and reviewing applications will receive training on: proper determination of eligibility, accurate completion of the eligibility certification and benefit insurance worksheet, guidelines for maintaining compliance with USDA requirements. Periodic audit will be conducted to identify and address discrepancies in application processing.**				
	Flagged by Katie Hunter 05/01/2025 03:30 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 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. **Do not identify the students' names when providing the documentation under the SFA comments.**				

PRIDE ACADEMY CHARTER-08006020 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	PRIDE ACADEMY CHARTER-08006020	209	06/02/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 09:57 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 05:00 PM **The food service manager will attend all training sessions on the verification process, including the recorded webinar in SNEARS. Training dates, topics and attendance will be kept on file for reference and compliance. The verification process will be conducted in accordance with the guidelines outlined in Eligibility Manual for School Meals. The food service manager will review and follow all steps including: selection of application for verification, requesting documentation from families and accurately completing verification forms and reporting results. To ensure accuracy, annual refresher training will be scheduled for continued understanding of verification requirements. The food service manager will monitor the verification process to ensure compliance at each step. Any discrepancies will be addressed promptly through corrective measures and additional training if necessary. This corrective action plan will be implemented starting July 1, 2025.**				
	Flagged by Katie Hunter 05/01/2025 03:30 PM 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.				
Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	PRIDE ACADEMY CHARTER-08006020	305	06/02/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 09:58 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 05:05 PM The district will include its Offer vs Serve Meal Program Policy on the school's website in the policy section of the website. This will be updated by Technology no later than June 20, 2025				
	Flagged by Katie Hunter 05/01/2025 03:30 PM SFA did not have an Offer versus Serve Policy for breakfast or lunch on-site or on their website during Administrative Review. Explain in detail the measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	PRIDE ACADEMY CHARTER-08006020	807	06/02/2025	CAP Accepted

PRIDE ACADEMY CHARTER-08006020 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 09:57 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 05:01 PM **The SFA will continue to collect racial/ethnic data for all students annually using the acceptable methods including: voluntary self identification by parents or guardians during enrollment. SFA will use observation method will be used for students whose data is not voluntarily provided, or fa will use personal knowledge to identify students. SFA will make sure to remain compliant by completing form #86 by October 15th of each school year and maintain that form on file and will be readily available during the school year. The SFA will receive and complete training on the acceptable methods of collecting racial/ ethnic data and proper completion for the compliance form. Training dates and attendance will be logged. The corrective action will be implemented July 1, 2025.**				
	Flagged by Katie Hunter 05/01/2025 03:30 PM The SFA must annually collect racial/ethnic date and report the information for each school on the Civil Rights Compliance Form (#86). Acceptable methods of collecting the information include voluntary ID, observation or personal knowledge. The Civil Rights Compliance Form can be accessed at: www.nj.gov/agriculture/applic/forms/#5. 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. SFA must have a completed Civil Rights Compliance Form (#86) available for each school during the current school year. The form can be accessed at: www.nj.gov/agriculture/applic/forms/#5. 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.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	Pride Academy Charter School-7975	320	06/02/2025	CAP Accepted

PRIDE ACADEMY CHARTER-08006020 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/13/2025 10:23 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/06/2025 07:40 PM The date of implementation for the new year is July 1, 2025 with newly hired staff, administrators, and support team.				
	Corrective Action Plan: Rejected by Katie Hunter 06/06/2025 10:04 AM **Indicate the date of implementation.**				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 04:59 PM **Verification of Meal Counts- the food service manager will verify daily breakfast meal counts by ensuring that the correct numbers match across all systems and production record before submitting claims to ensure accuracy. correct categorization of meals as free, reduced or paid, no duplicate meals are present making sure meal counts align with to correct serving sessions.** **Streamlining the Meal Counting process- the current system (titan) will be reviewed and adjusted to eliminate unnecessary steps , reducing the risks of errors. The standardized POS system is used for recording and consolidated meal counts.** **Backup System- a paper tracker accompanies the POS daily and will be used in the case of emergencies to accurately track and record reimbursable meals. It can and will be used to cross reference the POS to confirm consistency and accuracy.** **Ongoing Monitoring- monthly audits of both the electronic system and paper tracker will be conducted to identify and correct discrepancies any recurring issues identified during audits will be addressed immediately with staff for retraining or system updates.** **Staff Training- food service staff will receive comprehensive training on the streamlined meal counting and recording procedures. Training will emphasize the importance of accuracy and adherence to state and federal guidelines.**				
	Flagged by Katie Hunter 05/01/2025 03:26 PM Daily breakfast meal totals, by category, must be correctly counted, combined and recorded for each school. Either an electronic or manual system is allowable for use, as long as the system and process used yield an accurate count free, reduced, and paid reimbursable meals were served. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts. 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. The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast is an ongoing systemic problem. The system of counting meals, must be corrected. 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)	Pride Academy Charter School-7975	325	06/02/2025	CAP Accepted

PRIDE ACADEMY CHARTER-08006020 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 10:04 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 04:58 PM **Verification of Meal Count- the food service manager will verify meal counts in the POS before submitting claims. This includes ensuring: there is no duplicate claims, Meals are recorded within appropriate serving sessions, student meal statuses (free, reduced or paid) are correctly recorded and applied.** **System Measures- Meal counts will be verified by the food service manager prior to submission and certification of claims. Staff will undergo training on accurate meal counting and claim submission procedures to ensure compliance.** **Ongoing Monitoring- monthly audits of the POS/ and Meal Claiming site (Titan) will be conducted to identify and address discrepancies before claims are submitted, reports will be reviewed to ensure proper categorization and align with reimbursement requirements.** **Implementation of Procedures- Standard operating procedures for counting and recording meals will be updated to reflect these corrective actions and shared among SFA's.** **Preventative Measures- regular training sessions will be scheduled to reinforce accurate reporting practices and adherences to state guidelines. periodic system checks and updates of students transfer in and out will be implemented to reflect current and accurate statuses in order to prevent recurrence of the issue.** **The corrective actions outlined above will be implemented by April 28th, 2025.**				
	Flagged by Katie Hunter 05/01/2025 03:26 PM Lunch 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. 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. 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. 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. 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. 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.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Pride Academy Charter School-7975	400	06/02/2025	CAP Accepted

PRIDE ACADEMY CHARTER-08006020 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 10:01 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 04:59 PM **Food service staff will conduct pre-service meal checks to review components of the meal and ensure all required items are prepared and available on every serving prior to the first lunch. All serving sessions will provide all required components to support the offer versus serve ensuring students can select a reimbursable meal. Designated food service staff will monitor the serving line throughout the meal service session to confirm all required components are continuously available, any shortages or issues will be addressed immediately by replenishing the missing components. production records will be maintained and used to ensure sufficient quantities of each component for the expected meal. All food service personnel will receive training on: USDA requirements for meal components at breakfast and lunch. proper monitoring techniques during meal service accurate recordkeeping and communication protocols. The measures were implemented on April 28, 2025.**				
	Flagged by Katie Hunter 05/01/2025 03:28 PM All 5 required meal components for lunch must be available on every serving line/serving area prior to the beginning and during the entire meal service. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. The 3 required meal components for breakfast must be available on every serving line/serving area prior to the beginning and during the entire meal service. If a serving line/serving area runs out of a component, the SFA must immediately add the missing meal component before any additional meals are claimed for reimbursement. To help assure that required food components are available, food service personnel should monitor the serving lines/serving areas throughout the meal service. Accurate production records must be kept and should be used to plan appropriate quantities of meal components. 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 - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Pride Academy Charter School-7975	401	06/02/2025	CAP Accepted

PRIDE ACADEMY CHARTER-08006020 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 10:06 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 03:18 PM **The SFA will ensure proper communication with the food vendor to verify all required meal components are delivered daily in the appropriate quantity. Food service staff will actively monitor the breakfast line to ensure students are selecting the required number of components (at least three including the required ½ cup of fruit or vegetables). Only reimbursable meals containing all three required components will be offered to students. Staff Training- all food service staff and cashiers will receive training on USDA requirements for reimbursable meals at breakfast including : recognizing a reimbursable meal under offer versus serve. SFA will also have ongoing staff refresher training sessions at least twice a year to reinforce knowledge of reimbursable meal requirements. The food service manager will maintain a training log documenting the training sessions, dates and names of all implementation date- the corrective measure will be fully implemented by May 13, 2025.**				
	Flagged by Katie Hunter 05/01/2025 03:26 PM 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. 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. 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)	Pride Academy Charter School-7975	403	06/02/2025	CAP Accepted

PRIDE ACADEMY CHARTER-08006020 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 10:06 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 03:19 PM **The SFA will ensure that both white and chocolate milk are consistently available to students during the entire breakfast service session. To remain in compliance for reimbursable meals- students will only be offered meals that meet reimbursable meal requirements, containing all three components in the appropriate quantities. Food service staff will complete training on: recognizing reimbursable meals, the importance of offering two milk varieties, proper storage and handling of milk to keep and maintain compliance and SFA will maintain a training log to document session dates, topics covered and participant attendance. For milk Storage and Availability- ice packs will be a part of our monthly purchases and will be provided through meal service sessions to keep milk cold. As refrigerator doors open during meal service will serve as a backup to ensure milk remains at the appropriate temperature and is readily accessible. We will continue to implement the offer vs serve to ensure students can select the required components including one of the two milks. During food service periods food service staff will monitor milk availability to ensure compliance, the food service manager will perform periodic checks to confirm that milk varieties are offered consistently throughout the line. These measures have been implemented April 28, 2025.**				
	Flagged by Katie Hunter 05/01/2025 03:26 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 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. 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)	Pride Academy Charter School-7975	410	06/02/2025	CAP Accepted

PRIDE ACADEMY CHARTER-08006020 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 10:02 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 04:59 PM **Vendor Compliance- vendors are required to provide detailed documentation for all products, including: quantities of meal components provided in each item. Production records will continue to accurately document the daily quantities of all meal components offered for both breakfast and lunch. Food labels, CN Labels and manufacturers production formulation statements to confirm compliance with USDA meal patterns. Menus are reviewed and planned using the lunch and breakfast meal pattern charts we have posted in our lunch room, that complies with the Department of Agriculture's website to ensure daily minimum portion sizes are met. Standardized recipes and portion sizes will be developed and documented for consistent implementation. food service staff will receive training on meal pattern requirements, portion sizes and the use of supporting documentation to confirm creditable amounts for all menu items. Daily reviews of planned menu and production record along with other supporting documents will be monitored and verified for accuracy corrective actions have been implemented starting on May 1, 2025.**				
	Flagged by Katie Hunter 05/01/2025 03:26 PM 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 Agricultures Form web site for specific component and minimum quantity requirements. At **breakfast**, 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 Agricultures Form web site for specific component and minimum quantity requirements. At **breakfast and lunch,** production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered. 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)	Pride Academy Charter School-7975	411	06/02/2025	CAP Accepted

PRIDE ACADEMY CHARTER-08006020 - 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 Katie Hunter 06/06/2025 10:03 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 04:59 PM **Substitution Compliance: Food service manager will ensure all menu substitutions comply with USDA requirements for reimbursable meals. Vegetable substitutions will be carefully selected to meet the daily subgroup requirements approved vendor approved menu.** **Vendor Collaboration: The food service team will work with Karson to obtain a comprehensive list of USDA compliant replacement items. A list of approved substitutes will be maintained and referenced whenever menu changes are necessary.** **Training- Food service staff will receive training on USDA meal pattern requirements and and training will be documented** **Approvals- All proposed substitutions will be reviewed to ensure compliance with USDA guidelines before implementation. Documentation of substitution is kept on file.** **Preventative Measures- Monthly menu planning sessions will include review of the subgroup requirement to ensure compliance in both the planned and substituted.** **Corrective Action plan was implemented May 1, 2025**				
	Flagged by Katie Hunter 05/01/2025 03:26 PM 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 sub group requirements. 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)	Pride Academy Charter School-7975	501	06/02/2025	CAP Accepted

PRIDE ACADEMY CHARTER-08006020 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 10:05 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 04:58 PM **All food service staff and cashiers will participate in training session focused on- understanding USDA meal patterns requirements for reimbursable meals, specific rules of offer vs serve, including the requirement that students must select at least three components, one of which must be ½ cup of fruit or vegetable and identifying reimbursable meals. To stay in compliance and build on our knowledge food service staffs will engage in training that includes visual examples of reimbursable and non reimbursable meals. SFA will provide a checklist and guides for recognizing proper portion sizes. SFA will also ensure sure that UDSA posters are posted in serving areas for our references. For documenting and tracking purposes -a training log will be maintained to document session dates, topics covered and staff attendance. If certificates accompany training, they will be maintained and kept on file. The food service manager will conduct regular observations of meal service to ensure staff are accurately identifying reimbursable meals. Any observed errors will be addressed promptly. Starting from July 2025 for the new school year and new food service staff.**				
	Flagged by Katie Hunter 05/01/2025 03:26 PM 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	Pride Academy Charter School-7975	901	06/02/2025	CAP Accepted

PRIDE ACADEMY CHARTER-08006020 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 09:59 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 04:59 PM **The Food Service Manager will ensure that onsite accountability reviews for both breakfast and lunch are conducted and completed prior to February 1 of each school year. Moving forwards we will utilize the NSLP and SBP form #142 will be used to document all accountability reviews. All completed forms will be kept on file as part of the food service manager's compliance records. The Food Service Manager will oversee the timely completion of onsite reviews for the school. A secondary reviewer will be assigned as a backup to ensure compliance in the absence of the primary reviewer. The Food Service Manager will create a schedule at the beginning of the school year, outlining deadlines for completions at each site. this will be shared electronically and a physical copy will be placed in the FSM'S reach. To keep in compliance the food service manager and or SBA will do mid-year progress checks to ensure reviews are on track for timely completion. The SFM will participate in training on conducting effective on-site accountability reviews to properly complete form #142. This corrective action will be fully implemented August 2025.**				
	Flagged by Katie Hunter 05/01/2025 03:29 PM All SFAs must conduct an on-site accountability review of 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. 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. All SFAs must conduct an on-site accountability review of breakfast 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. 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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	Pride Academy Charter School-7975	1405	06/02/2025	CAP Accepted

PRIDE ACADEMY CHARTER-08006020 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 09:59 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 05:00 PM **Moving forward we will formally request the required food safety inspections in writing from the agency responsible for safety inspections. Copies of all inspection requests along with responses will be maintained on file. The SFA will submit inspection requests in a timely manner to allow sufficient time for the agency to schedule inspections Food service managers will be trained on food safety inspection requirements and the importance of maintaining documentation for all requests and inspections. These measures have been implemented April 28, 2025.**				
	Flagged by Katie Hunter 05/01/2025 03:29 PM SFA did not have both food safety inspections for the current school year. 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. 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. Describe in the corrective action how this will be corrected. SFA did not have both food safety inspections for the current school year. 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. Describe in the corrective action how this will be corrected. Corrective Action must be applied SFA-wide. Indicate date of implementation.				

PRIDE ACADEMY CHARTER-08006020 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	Pride Academy Charter School-7975	1409	06/02/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 10:00 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 05:00 PM **The storage violations observed during the review includes one of the three refrigerators was not functional, they other two refrigerators displayed fluctuations in temperatures with one having a higher temperature than the other. The corrective action to be taken is: the non-functioning refrigerator will be replaced or repaired , a qualified technician will inspect the two functioning refrigerators to identify and address the causes of temperature fluctuations. The food service staff will continue to log refrigerator temperature twice daily. at t the start of breakfast and the start of lunch session, to ensure compliance with food safety standards. All food service staff will be trained on proper food storage practices, including maintaining safe storage temperatures and using the temperature log. Training logs will be maintained to ensure ongoing compliance. Refrigerators will be inspected monthly to ensure they are functioning properly and consistently maintaining safe temperatures. This corrective measure was implemented April 28, 2025.**				
	Flagged by Katie Hunter 05/01/2025 03:30 PM Observations on the day of review indicated storage 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.				
Group 1: CA Count (6)		PRIDE ACADEMY CHARTER-08006020		06/02/2025	CAP Accepted
	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 10:08 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 05:10 PM **Yes, we have our Principal, vice-principal and school secretary who facilitate the serving of lunch. They completed their training on the following dates: Principal- 2/27, 2/28/. Vice-Principal- 2/27 and 2/28. School Secretary- 1/16. Yes, The Food Service Manager keeps a record of training certificates, titles and dates of training**. for the following: **Principal- Asgeir Ofstad, Vice-principal-RoseMary Dumenigo, School secretary- Sharde Critchlow - who serve meals daily. The newest staff members will undergo extensive training in the summer in preparation.**				

PRIDE ACADEMY CHARTER-08006020 - 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 syste

Corrective Action History	Flagged by Katie Hunter 05/01/2025 03:31 PM 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.
	Flagged by Katie Hunter 05/01/2025 03:31 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 by Katie Hunter 05/01/2025 03:31 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: https://theicn.org/. 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.
	Flagged by Katie Hunter 05/01/2025 03:31 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 https://theicn.org/ 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.
	Flagged by Katie Hunter 05/01/2025 03:31 PM Office, administrative or other staff who work on school nutrition program related activities regularly throughout the school year are required to meet annual training requirements. Staff working 20 or more hours per week must complete 6 hours of annual training that is relevant to their job duties. Teachers or staff serving breakfast/lunch in the classroom must complete 4 hours of training. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: https://theicn.org/ Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
	Flagged by Katie Hunter 05/01/2025 03:31 PM SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee name, school, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. The Primero Edge Teamwork training tracker tool (accessed through SOARS) can be used. 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 2: CA Count (2)		PRIDE ACADEMY CHARTER-08006020		06/02/2025	CAP Accepted

PRIDE ACADEMY CHARTER-08006020 - 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 syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 06/06/2025 09:56 AM CAP Accepted				
	Corrective Action Plan: Submitted by Charlene Jones 06/02/2025 05:12 PM The district will recreate the written food safety plan, and updated standard operating procedures (SOPs) no later than June 20th due to limited staff resources.				
	Flagged by Katie Hunter 05/01/2025 03:31 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. 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.				
	Flagged by Katie Hunter 05/01/2025 03:31 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. 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. SFA has a blank 2016 copy of a written food safety plan, did not have documented standard operating procedures (SOPs) were not developed. 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.				

Report Selections

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