

LEAD Charter School-08006109 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LEAD Charter School-08006109	126	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:08 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/28/2024 12:22 PM				
	As of February 5, 2024, Lead Charter School has accessed the errors and created a strategy to assure that the errors for the determined students were addressed within the allotted time determined during our exit interview on Wednesday, 1/30/2024. All errors were addressed by Thursday, February 15, 2024.				
	Flagged by Katie Hunter 02/05/2024 12:32 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.				
	The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.				

LEAD Charter School-08006109 - 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 svstee

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LEAD Charter School-08006109	128	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:08 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/28/2024 12:36 PM				
	<p>As of February 5, 2024, we will conduct a comprehensive review of our procedures for our certification and benefit issuance process. All identified discrepancies will be corrected. Revisions will be documented.</p> <p>Staff Training: Staff responsible will undergo training on the revised procedures to ensure accurate usage of certification and benefit issuance process.</p>				
	<p>Flagged by Katie Hunter 02/05/2024 12:32 PM</p> <p>If two or more income frequencies are reported on the application, income must be annualized by the determining official, using the following formulas: Weekly x 52 Every 2 weeks x 26 Twice a month x 24.</p> <p>If one frequency is reported on the application, income is not allowed to be annualized by the determining official. The incomes must be added together and then use the correct frequency column on the guidelines to determine eligibility. 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>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LEAD Charter School-08006109	129	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:09 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/28/2024 12:59 PM				
	<p>As of February 5, 2024, students who are eligible for free or reduced benefits were notified by mail. This includes the students who were affected by the errors confirmed from our administrative review.</p> <p>Staff Training: The Staff responsible will undergo training on the revised procedures to ensure accurate usage of the certification and benefit issuance process.</p>				
	<p>Flagged by Katie Hunter 02/05/2024 12:32 PM</p> <p>Households must be notified, either in writing or verbally, of their eligibility status as approved for free or reduced price benefits. The SFA may e-mail the notification of the household's approval to the adult household member who signed the application. 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>				

LEAD Charter School-08006109 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LEAD Charter School-08006109	131	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:10 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/28/2024 12:59 PM				
	<p>As of Monday, February 5, 2024 the Parent/ Guardian of the identified students were notified about the corrections to their student's lunch status with Form # 255 Revised 8/16. The Parent/ Guardian of the identified students were also informed of their right to a fair hearing if needed. The Parent/ Guardian of the identified students were given until Thursday, February 15, 2024 to request a hearing with a hearing officer.</p> <p>Flagged by Katie Hunter 02/05/2024 12:33 PM</p> <p>During the state agency review of selected denied applications, determination errors were found. Errors were recorded on the Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-2). The SFA must record the corrective action and date corrected on the SFA-2.</p>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LEAD Charter School-08006109	133	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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 svstems

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:32 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 05:35 PM				
	<p>As of Monday, February 5, 2024 the Parent/ Guardians of Students who benefits increased were notified about the corrections to their student's lunch status with Form # 255 Revised 8/16.The Parent/ Guardian of Students who benefits increased were also informed of their right to a fair hearing if needed. The Parent/ Guardian of Student who benefits increased were given until Thursday, February 15, 2024 to request a hearing with a hearing officer.</p> <p>As of Monday, February 5, 2024 the Parent/ Guardians of Students who benefits reduced/terminated were notified about the corrections to their student's lunch status with Form # 255 Revised 8/16.The Parent/ Guardian of Students who benefits reduced/terminated were also informed of their right to a fair hearing if needed. The Parent/ Guardian of Student who benefits reduced/terminated were given until Thursday, February 15, 2024 to request a hearing with a hearing officer.</p> <p>All letters were sent through the United States Postal Service, to the current address listed in PowerSchool.</p> <p>All changes were updated to LEAD Charter School's Point of Sale Tracker and Meal Eligibility List.</p> <p>As a solution, LEAD Charter School will be going live with LunchTime as our meal program service software. We will use this new system as a way to alleviate the errors and corrections received.</p> <p>As requested, the updates and actions taken are attached as well.</p>				
	Flagged by Katie Hunter 02/05/2024 12:33 PM				
	<p>Certification errors were found during the State Agency review of documentation for directly certified students. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all direct certification errors recorded. The completed SFA-1 must be uploaded in Documents within the deadline to complete corrective action. 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>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LEAD Charter School-08006109	137	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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
Corrective Action History	<p>Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:31 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 05:33 PM</p> <p>As of Monday, February 5, 2024 the Parent/ Guardians of Students who benefits increased were notified about the corrections to their student's lunch status with Form # 255 Revised 8/16.The Parent/ Guardian of Students who benefits increased were also informed of their right to a fair hearing if needed. The Parent/ Guardian of Student who benefits increased were given until Thursday, February 15, 2024 to request a hearing with a hearing officer.</p> <p>As of Monday, February 5, 2024 the Parent/ Guardians of Students who benefits reduced/terminated were notified about the corrections to their student's lunch status with Form # 255 Revised 8/16.The Parent/ Guardian of Students who benefits reduced/terminated were also informed of their right to a fair hearing if needed. The Parent/ Guardian of Student who benefits reduced/terminated were given until Thursday, February 15, 2024 to request a hearing with a hearing officer.</p> <p>All letters were sent through the United States Postal Service, to the current address listed in PowerSchool.</p> <p>All changes were updated to LEAD Charter School's Point of Sale Tracker and Meal Eligibility List.</p> <p>As a solution, LEAD Charter School will be going live with LunchTime as our meal program service software. We will use this new system as a way to alleviate the errors and corrections received.</p> <p>Flagged by Katie Hunter 02/05/2024 12:33 PM</p> <p>Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA. 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>				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LEAD Charter School-08006109	138	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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 svst

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:30 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 04:30 PM				
	As of Monday, February 5, 2024 the Parent/ Guardians of Students who benefits increased were notified about the corrections to their student's lunch status with Form # 255 Revised 8/16.The Parent/ Guardian of Students who benefits increased were also informed of their right to a fair hearing if needed. The Parent/ Guardian of Student who benefits increased were given until Thursday, February 15, 2024 to request a hearing with a hearing officer.				
	As of Monday, February 5, 2024 the Parent/ Guardians of Students who benefits reduced/terminated were notified about the corrections to their student's lunch status with Form # 255 Revised 8/16.The Parent/ Guardian of Students who benefits reduced/terminated were also informed of their right to a fair hearing if needed. The Parent/ Guardian of Student who benefits reduced/terminated were given until Thursday, February 15, 2024 to request a hearing with a hearing officer.				
	All letters were sent through the United States Postal Service, to the current address listed in PowerSchool.				
	All changes were updated to LEAD Charter School's Point of Sale Tracker and Meal Eligibility List.				
Certification and Benefit Issuance	As a solution, LEAD Charter School will be going live with LunchTime as our meal program service software. We will use this new system as a way to alleviate the errors and corrections received.				
	Flagged by Katie Hunter 02/05/2024 12:33 PM				
	The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LEAD Charter School-08006109	139	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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 svstems

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/18/2024 02:49 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 03/14/2024 03:53 PM				
	As of Monday, February 5, 2024 all changes were updated to LEAD Charter School's Coded Rosters, Point of Sale Tracker and Meal Eligibility List. The changes have been addressed while working on the corrective action.				
	As a solution, LEAD Charter School has made it a priority to review our Coded Rosters, Point of Sale Tracker and Meal Eligibility List. In addition, we will be going live with LunchTime as our meal program service software. We will use this new system as a way to alleviate the errors and corrections received.				
	Corrective Action Plan: Rejected by Katie Hunter 03/08/2024 11:29 AM				
	SFA must address coding rosters and documenting changes in eligibility in the Corrective Action response. Please respond to the following:				
	The SFA must update coded rosters whenever there is a change in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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 History	Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 04:30 PM				
	As of Monday, February 5, 2024 the Parent/ Guardians of Students who benefits increased were notified about the corrections to their student's lunch status with Form # 255 Revised 8/16.The Parent/ Guardian of Students who benefits increased were also informed of their right to a fair hearing if needed. The Parent/ Guardian of Student who benefits increased were given until Thursday, February 15, 2024 to request a hearing with a hearing officer.				
	As of Monday, February 5, 2024 the Parent/ Guardians of Students who benefits reduced/terminated were notified about the corrections to their student's lunch status with Form # 255 Revised 8/16.The Parent/ Guardian of Students who benefits reduced/terminated were also informed of their right to a fair hearing if needed. The Parent/ Guardian of Student who benefits reduced/terminated were given until Thursday, February 15, 2024 to request a hearing with a hearing officer.				
	All letters were sent through the United States Postal Service, to the current address listed in PowerSchool.				
	All changes were updated to LEAD Charter School's Point of Sale Tracker and Meal Eligibility List.				
	As a solution, LEAD Charter School will be going live with LunchTime as our meal program service software. We will use this new system as a way to alleviate the errors and corrections received.				
	Flagged by Katie Hunter 02/05/2024 12:34 PM				
	The SFA must update coded rosters whenever there is a change in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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.				

LEAD Charter School-08006109 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised svste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	LEAD Charter School-08006109	140	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:26 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 04:20 PM				
	As of Monday, February 5, 2024 the Parent/ Guardians of Students who benefits increased were notified about the corrections to their student's lunch status with Form # 255 Revised 8/16.The Parent/ Guardian of Students who benefits increased were also informed of their right to a fair hearing if needed. The Parent/ Guardian of Student who benefits increased were given until Thursday, February 15, 2024 to request a hearing with a hearing officer.				
	As of Monday, February 5, 2024 the Parent/ Guardians of Students who benefits reduced/terminated were notified about the corrections to their student's lunch status with Form # 255 Revised 8/16.The Parent/ Guardian of Students who benefits reduced/terminated were also informed of their right to a fair hearing if needed. The Parent/ Guardian of Student who benefits reduced/terminated were given until Thursday, February 15, 2024 to request a hearing with a hearing officer.				
	All letters were sent through the United States Postal Service, to the current address listed in PowerSchool.				
Corrective Action History	All changes were updated to LEAD Charter School's Point of Sale Tracker and Meal Eligibility List.				
	As a solution, LEAD Charter School will be going live with LunchTime as our meal program service software. We will use this new system as a way to alleviate the errors and corrections received.				
	Flagged by Katie Hunter 02/05/2024 12:34 PM				
Corrective Action History	After conducting each direct certification match in SNEARS, the SFA must update benefit issuance documents, as applicable, to ensure eligible students receive benefits. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. 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..				

LEAD Charter School-08006109 - 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
Verification		LEAD Charter School-08006109	207	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:23 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 03:52 PM				
	On Friday, March 1, 2024 the Verification webinar and The Eligibility Manual for School Meals will be reviewed by LEAD Charter School's Logistics Coordinator. Once the training(s) are completed, LEAD Charter School will move forward with the necessary corrections to assure all additional updates are resolved by Thursday, March 28, 2024 . LEAD Charter School will ensure that the necessary updates are completed during each run of direct certification and throughout each trimester of each school term.				
Corrective Action History	Flagged by Katie Hunter 02/05/2024 12:34 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 .Describe in the CAP how this will be corrected.				
	Verification (On-Site Assessment Tool) (207H)	LEAD Charter School-08006109	209	03/05/2024	CAP Accepted
	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:22 AM				
Corrective Action History	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 01:46 PM				
	As of Friday, November 2, 2023 , applications selected for verification were chosen randomly from error prone applications. Please note, that the team members overseeing this process were fairly new to their career roles at LEAD Charter School.				
	Based on the Technical Assistance offered during our Administrative Review, we understand that this information should have been readily available.				
Corrective Action History	Moving forward LEAD Charter School will comply to all deadlines communicated in SNEARS and assure all documents are completed accordingly.				
	Flagged by Katie Hunter 02/05/2024 12:35 PM				
	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
	Verification (On-Site Assessment Tool) (207H)	LEAD Charter School-08006109	212	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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 svstems

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:21 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 01:34 PM				
	As of Wednesday, November 22, 2023, a second notice was made for verification. This attempt was made via phone call by LEAD Charter School's Logistics Coordinator.				
	Based on the Technical Assistance offered during our Administrative Review, we have better understanding that the Second Notice was supposed to be documented on Form #242, revised 9/23. We also understand that Form # 21, revised 8/16, should also be utilized.				
Verification	Moving forward LEAD Charter School will comply to all deadlines communicated in SNEARS and assure all documents are completed accordingly.				
	Flagged by Katie Hunter 02/05/2024 12:35 PM				
	When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice to Household" (Form 21). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				
	Verification (On-Site Assessment Tool) (207H)	LEAD Charter School-08006109	213	03/05/2024	CAP Accepted
	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:20 AM				
Corrective Action History	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 01:21 PM				
	Since LEAD Charter School will be going live with LunchTime as our meal program service software, we will use this new system as a way to minimize elevate the error and corrections received. Any students that still require notification with Form 244, revised 8/16, will be notified by Friday, March 8, 2024. Moving forward LEAD Charter School will comply to all deadlines communicated in SNEARS.				
	Flagged by Katie Hunter 02/05/2024 12:36 PM				
	The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Verification Results Letter" (Form 244). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				
Verification	Verification (On-Site Assessment Tool) (207H)	LEAD Charter School-08006109	214	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:19 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 01:20 PM				
	<p>Since LEAD Charter School will be going live with LunchTime as our meal program service software, we will use this new system as a way to minimize elevate the error and corrections received. Any students that still require notification with Form 244, revised 8/16, will be notified by Friday, March 8, 2024. Moving forward LEAD Charter School will comply to all deadlines communicated in SNEARS.</p> <p>Flagged by Katie Hunter 02/05/2024 12:36 PM</p> <p>The SFA must update student eligibility status when there are changes in eligibility due to verification results. 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> <p>Changes in eligibility which result in increased benefit levels must be made as soon as possible, but no longer than 3 operating days of the date the SFA makes the final decision with verification. 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> <p>Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	LEAD Charter School-08006109	215	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/18/2024 02:49 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 03/15/2024 02:33 PM				
	<p>On Friday, March 1, 2024 the Verification webinar and The Eligibility Manual for School Meals was reviewed by LEAD Charter School's Logistics Coordinator.</p> <p>We now have better understanding of the verification process and essential dates to keep in mind annually. moving forward, Lead Charter School will assure:</p> <p>Part 1 Verification Collection Report will be completed before October 30th of each school term.</p> <p>The deadline to complete the verification process is November 15th of each school term. Verification results letters(Form 244) will also be sent by this date.</p> <p>Part 2 Verification Collection Report will be completed before November 30th of each school term.</p> <p>At this time, we have sent the required documentations to the families who have experience changes to their student's lunch status.</p> <p>Moving forward, LEAD Charter School will perform professional development trainings to assure that our Food Service team and Leadership are aware of the processes. required. We want to assure that we are in complainece moving forward.</p>				

LEAD Charter School-08006109 - 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

	Corrective Action Plan: Rejected by Katie Hunter 03/08/2024 11:25 AM					
	SFA must address the Verification Process in your response to Corrective Action # 215. Note (see your response to CA #207, addressing similar corrective action).					
	Please respond to the following:					
	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.					
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 01:15 PM					
	As of Monday, February 5, 2024 the Parent/ Guardians of Students who benefits increased were notified about the corrections to their student's lunch status with Form # 255 Revised 8/16.The Parent/ Guardian of Students who benefits increased were also informed of their right to a fair hearing if needed. The Parent/ Guardian of Student who benefits increased were given until Thursday, February 15, 2024 to request a hearing with a hearing officer. As of Monday, February 5, 2024 the Parent/ Guardians of Students who benefits reduced/terminated were notified about the corrections to their student's lunch status with Form # 255 Revised 8/16.The Parent/ Guardian of Students who benefits reduced/terminated were also informed of their right to a fair hearing if needed. The Parent/ Guardian of Student who benefits reduced/terminated were given until Thursday, February 15, 2024 to request a hearing with a hearing officer. All letters were sent through the United States Postal Service, to the current address listed in PowerSchool.					
	Flagged by Katie Hunter 02/05/2024 12:37 PM					
	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.					
	Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	LEAD Charter School-08006109	810	03/05/2024	CAP Accepted
	Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:10 AM				
CAP Accepted						
Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 09:36 AM						
As of Wednesday, 2/28/2024 , we have updated our website to assure that the current USDA non-discrimination statement was included on our website.						
The follow link: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf has been added to the following website: https://www.leadcharterschool.org/food-services . With guidance from our Administrative Review, we will continue to utilize our resources for trainings and mandates updates that we are required to adhere to.						
	Flagged by Katie Hunter 02/05/2024 12:37 PM					
	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statement is at the following link: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf 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)	LEAD Charter School-08006109	1214	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:18 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 01:05 PM				
	<p>As of Wednesday, 2/14/2024, our Administrative, office, and lunch support staff has implemented a strategy for us to assure that the required annual trainings are completed by Thursday, March 28, 2024.</p> <p>As a solution, all required trainings hours will be completed during Professional Training Week at LEAD Charter School. The mandatory training hours will be completed at the beginning of the 2024-2025 school year. LEAD Charter School will continue to make this a requirement for each school year.</p>				
Professional Standards	Flagged by Katie Hunter 02/05/2024 12:37 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.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	LEAD Charter School-08006109	1215	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/18/2024 02:48 PM CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 03/14/2024 03:35 PM As of Monday, February 5, 2024 LEAD Charter School, Mr. Zeuxi De La Cruz has started his required trainings. As a solution, the Civil Rights training was offered to all staff who support our school nutrition program. We created a training progress form to keep track of all the trainings offered. This allows us to keep track of the hours resolved and the hours still needed. Mr. De La Cruz has agreed to have at least 10 hours of annual training completed by Monday, April 8, 2024.				
	Corrective Action Plan: Rejected by Katie Hunter 03/08/2024 11:16 AM Corrective Action # 1215 is in reference to School Nutrition Program Managers training hours and tracking tool. Please address the following in your Corrective Action Response: 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: 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.				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 01:02 PM As of Monday, February 5, 2024 LEAD Charter School has began notifying our students and their families of their current lunch status. We utilized form 255, revised 8/16, to confirm the errors brought to our attention. Since LEAD Charter School will be going live with LunchTime as our meal program service software, we will use this new system as a way to minimize elevate the error and corrections received. Any students that still require notification with Form 244, revised 8/16, will be notified by Friday, March 8, 2024 . In the future, all students will be notified within the deadlines confirmed through SNEARS.				
	Flagged by Katie Hunter 02/05/2024 12:38 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: 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.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	LEAD Charter School-08006109	1217	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:12 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 11:48 AM				
	As of Friday, 2/10/2024 , LEAD Charter School created a Training Record for Operational LEAD Staff. This form is accessible to our administrative, office, and lunch support staff.				
	This digital form was implemented to assure that access to all required training(s) is available for future Administrative Reviews. Creating a digital form to track our trainings at LEAD Charter School was essential in the event of emergency or limited access to personal training records.				
Professional Standards	Moving forward , all required trainings hours will be completed and updated on this form annually. The mandatory training hours will be completed and entered on this form at the beginning of each school year. All mandatory trainings for the 2023-2024 school year will be updated on the tracker by Thursday, March 28, 2024 .				
	Flagged by Katie Hunter 02/05/2024 12:38 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..				
	Professional Standards (On-Site Assessment Tool)	LEAD Charter School-08006109	1219	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:11 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/29/2024 10:39 AM				
	As of Wednesday, 2/14/2024 , our Administrative, office, and lunch support staff has implemented a strategy for us to assure that the required annual trainings are completed by Thursday, March 28, 2024 .				
	As a solution, all required trainings hours will be completed during Professional Training Week at LEAD Charter School. The mandatory training hours will be completed at the beginning of the 2024-2025 school year. LEAD Charter School will continue to make this a requirement for each school year.				
Food Safety, Storage and Buy American	Flagged by Katie Hunter 02/05/2024 12:38 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.				
	Food Safety, Storage and Buy American (On-Site Assessment Tool) (1400H)	LEAD Charter School-08006109	1400	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:07 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/28/2024 10:54 AM				
	As of 2/16/2024, We have utilized Form #373 formulate a HACCP SOP for LEAD Charter School. All three locations will be provided with a printed copy of the HACCP SOP. The HACCP SOP will be reviewed and updated annually.				
	Flagged by Katie Hunter 02/05/2024 12:39 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. Indicate the date of implementation. A copy of the written HACCP food safety plan must be available at each school. 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)	La Casa-281097	320	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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 svstems

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:38 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/27/2024 04:40 PM				
	<p>Streamline Meal Counting Process: We will review our meal counting procedures to streamline the process and reduce the likelihood of errors. This includes minimizing steps, transfers of counts, and sub-processes involved in meal counting.</p> <p>Training and Education: Staff members responsible for meal counting will undergo comprehensive training to ensure they understand the correct procedures and are equipped to accurately count and record meals. (Z.De La Cruz, Q.A. Rogers, B.Ali)</p> <p>Regular Audits: We will establish a system of regular audits to monitor meal counting accuracy and identify any discrepancies promptly. This will involve periodic checks and reviews of meal count records.</p> <p>Date of Implementation: These corrective actions will be implemented immediately, with training sessions scheduled February 14th and audits commencing February 19th.</p>				
	<p>Flagged by Katie Hunter 02/05/2024 12:26 PM</p> <p>Daily lunch 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. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.</p> <p>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. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.</p> <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and lunch 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. Fiscal action will be taken. An over claim may be assessed.</p>				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	La Casa-281097	321	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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 svstems

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:39 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/27/2024 04:42 PM				
	<p>Review and Revise Meal Counting Procedures: We will conduct a thorough review of our meal counting procedures to ensure they accurately reflect the meals served and comply with all regulations.</p> <p>Staff Training: Staff responsible for meal counting will receive training on the revised procedures to ensure consistent and accurate meal counts. Training sessions will be scheduled for the Week of February 12th.</p> <p>Monitoring and Auditing: We will establish a system of regular monitoring and auditing to verify the accuracy of meal counts and identify any discrepancies promptly. Counts will be entered daily, and a procedural step of service will be created and implemented. Audits will commence within one month to ensure compliance.</p>				
Corrective Action History	Flagged by Katie Hunter 02/05/2024 12:26 PM				
	<p>Lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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. Fiscal action will be taken. An over claim may be assessed.</p> <p>Breakfast meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. 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. Fiscal action will be taken. An over claim may be assessed.</p> <p>The school's did not describe an acceptable meal system for breakfast and lunch. The meal counting procedures contributing to the finding must be changed to provide an accurate point of service meal count. 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. Fiscal action will be taken. An over claim may be assessed.</p>				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	La Casa-281097	325	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:40 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/27/2024 04:43 PM				
	<p>Review and Revise Procedures: We will conduct a comprehensive review of our procedures for counting, combining, and recording meal counts for breakfast and lunch. Any discrepancies will be corrected, and revised procedures will be documented.</p> <p>Staff Training: Staff responsible for meal counting and reimbursement claims will undergo training on the revised procedures to ensure accurate usage of meal counts in reimbursement claims. Training sessions will be conducted within the next two weeks.</p> <p>Verification Process: We will establish a verification process to ensure that meal counts for each school are accurately recorded and verified before submitting and certifying reimbursement claims. This process will involve regular checks and audits.</p> <p>Monitoring and Oversight: We will implement a system of monitoring and oversight to ensure compliance with the revised procedures and to identify any potential issues or discrepancies promptly. Audits will be conducted regularly to assess the accuracy of meal counts.</p>				
	<p>Flagged by Katie Hunter 02/05/2024 12:26 PM</p> <p>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. Indicate the date of implementation.</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. 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> <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. 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. Fiscal action will be taken. An over claim may be assessed.</p>				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	La Casa-281097	400	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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 svstems

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:41 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/27/2024 04:44 PM				
	<p>Review and Revise Production Records from Vendor: We will conduct a comprehensive review of all meals that are delivered by Karson Foods for breakfast and lunch. Any discrepancies will be corrected, with communications of findings shared with food vendor to avoid all future issues. All procedures will be documented.</p> <p>Staff Training: Staff responsible for receiving and organizing the food line, will monitor that all components are available. Systematic training will take place to revise procedures to ensure accurate meal components for all students. Training sessions will be conducted within the next two weeks.</p> <p>Monitoring, Oversight, Communication: We will implement a system of monitoring and oversight to ensure compliance with the revised procedures and to identify any potential issues or discrepancies promptly. Audits will be conducted regularly to assess the meal components received from Karsons. Communication has been shared to food vendor of accurate production records needed to have all required meal components.</p>				
Meal Components and Quantities - Day of Review	Flagged by Katie Hunter 02/05/2024 12:27 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. 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. Indicate the date of implementation.				
	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. 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. Indicate the date of implementation.				
	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. 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. 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)	La Casa-281097	401	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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 svstems

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:42 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/27/2024 04:47 PM				
	<p>Review Meal Service Procedure: We will conduct a review of all service line procedures. Any observed discrepancies will be corrected. All procedures will be documented.</p> <p>Staff Training: Staff responsible for serving on food line will be trained on offer versus serve, and the specifics of a reimbursable meal. Training sessions will start February 12th. (G.Randleman, C.Melendez)</p> <p>Monitoring and Oversight: We will implement a system of monitoring and oversight to ensure compliance with the revised procedures.</p>				
	<p>Flagged by Katie Hunter 02/05/2024 12:27 PM</p> <p>Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component 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 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. 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> <p>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. 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)	La Casa-281097	403	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:43 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/27/2024 04:49 PM				
	<p>We have ensured two types of fluid milk are available for all meals (Breakfast and Lunch), including fat-free, low-fat, or lactose-free options. Corrective measures include monitoring compliance and implementing changes by February 2nd to avoid repeat violations.</p> <p>Flagged by Katie Hunter 02/05/2024 12:28 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. 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. Indicate the date of implementation.</p>				

LEAD Charter School-08006109 - 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
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	La Casa-281097	404	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:43 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/27/2024 04:49 PM				
	Ensure clear signage listing components of breakfast and lunch meals is displayed at the serving area. Corrective action includes updating signage by February 2nd and regularly monitoring compliance to prevent recurrence.				
Corrective Action History	Flagged by Katie Hunter 02/05/2024 12:28 PM				
	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. 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 Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	La Casa-281097	407	03/05/2024	CAP Accepted
	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:44 PM				
Corrective Action History	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/27/2024 04:50 PM				
	We have ensured that the School Breakfast Menu is prominently displayed in the serving area for student visibility. Corrective action includes displaying the menu by February 2nd and implementing regular checks to maintain compliance and prevent recurrence.				
	Flagged by Katie Hunter 02/05/2024 12:28 PM				
Corrective Action History	School Breakfast Menu must be displayed in the meal serving area visible to students. 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 Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	La Casa-281097	409	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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 svstems

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:44 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/27/2024 04:51 PM				
	Review and Revise Production Records from Vendor: We will conduct a comprehensive review of all meals that are delivered by Karson Foods for breakfast and lunch. All procedures will be documented; if we observed that components do not meet reimbursable guidelines.				
	Staff Training: Staff responsible for receiving and organizing the food line, will monitor that all components are available. Systematic training will take place to revise procedures to ensure accurate meal components for all students. Training sessions will be conducted within the next two weeks.				
	Monitoring, Oversight, Communication: We have communicated to Karson our needs and concerns. Additionally, we will implement a system of monitoring and oversight to ensure compliance with the revised procedures and to identify any potential issues or discrepancies promptly. Audits will be conducted regularly to assess the meal components received from Karsons.				
Meal Components and Quantities - Review Period	Flagged by Katie Hunter 02/05/2024 12:29 PM				
	During review week of 12/4/2023 SFA did not have vegetable subgroup legumes.				
	At lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, 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. 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 Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	La Casa-281097	411	03/05/2024	CAP Accepted
	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:45 PM				
	CAP Accepted				
Corrective Action History	Corrective Action Plan: Submitted by Que Atiya Rogers 02/27/2024 04:52 PM				
	To rectify the absence of School Breakfast Menu for the missing week, we have promptly created a system to have all School Menus prominently displayed in the serving area and for review. Corrective action includes displaying the menu and having a Breakfast menu available at all times by February 2nd and implementing regular checks to maintain compliance and prevent recurrence.				
	Flagged by Katie Hunter 02/05/2024 12:29 PM				
	SFA did not have a school breakfast menu for review week or the on-site visit. Unable to determine if the school complied with the planned menu for the review period. A planned menu for breakfast and lunch is a program required document.				
	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.				

LEAD Charter School-08006109 - 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
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	La Casa-281097	500	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:45 PM CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/28/2024 09:27 AM Staff Training: Staff responsible for meal services, will receive training on Offer vs Serve policy for both lunch and breakfast services. Lunch will offer all 5 meal components, with students selecting 3 items, including ½ cup fruit/vegetable. Breakfast will offer 4 items, with students selecting 3, including ½ cup fruit/vegetable. Training will be completed by February 16th to prevent recurrence of observation				
	Flagged by Katie Hunter 02/05/2024 12:29 PM At lunch, under offer versus serve, all 5 required meal components must be offered to students in minimum required quantities. Students must take a minimum of 3 food components in the required portion size. One component selected must be at least ½ cup fruit and/or vegetable. 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. At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. Students must select a minimum of 3 food items in the required portion size. One of the food items selected must be at least ½ cup fruit and/or vegetable. 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.				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	La Casa-281097	501	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:46 PM CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/28/2024 09:41 AM Staff Training: Staff responsible for meal services, will receive training on all Offer vs Serve policy - for reimbursable meal for both lunch and breakfast services. Training will be completed by February 16th to prevent recurrence of observation				
	Flagged by Katie Hunter 02/05/2024 12:30 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. Indicate the date of implementation.				
Offer vs Serve - Day of Review	Offer vs Serve - Day of Review (On-Site Assessment Tool - Site) (500H)	La Casa-281097	502	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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 svstee

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:46 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/28/2024 09:42 AM				
	<p>Large and prominent signage will be posted at each serving line/area outlining what constitutes a reimbursable meal, including specific requirements for offer versus serve, such as selecting at least ½ cup fruit or vegetable. Training will be provided to food service staff/cashiers on accurately recognizing reimbursable meals. Implementation will be completed by February 12th, with ongoing monitoring to prevent recurrence.</p> <p>Flagged by Katie Hunter 02/05/2024 12:30 PM</p> <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 and Form 185) 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. 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>				
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	La Casa-281097	901	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:49 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/28/2024 10:11 AM				
	<p>We will ensure that accountability review is conducted by our School Logistic Coordinator and/or Director of Operations using Form 142, by February 7th. We have requested for extension for this form to be completed on the date above. For future compliance we will provide direct feedback to all service line staff as well as monitoring for review at each site.</p> <p>Flagged by Katie Hunter 02/05/2024 12:30 PM</p> <p>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. Indicate the date of implementation.</p> <p>The SFA must request and receive approval from the State Agency in order to extend the February 1 deadline to complete the on-site accountability review. 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>				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	La Casa-281097	1405	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:49 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/28/2024 10:16 AM				
	We will ensure that a second request for NJ Food Safety inspections is obtained for La Casa. Will communicate to La Casa Leadership to submit immediately. Corrective action involves promptly scheduling and obtaining the necessary inspections from NJ. Implementation will be completed by February 17th to ensure compliance moving forward.				
	Flagged by Katie Hunter 02/05/2024 12:30 PM				
	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 and indicate date of implementation.				

LEAD Charter School-08006109 - 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
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	La Casa-281097	1406	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:32 AM CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 03/04/2024 08:41 AM				
	As of Wednesday, February 21, 2024, our La Casa site has obtained their second NJ Sanitation Inspection report. This document has been uploaded for viewing.				
	As of Monday, March 4, 2024, we have requested that our La Casa site displays the two most recent sanitation reports on a designated board located in the student's lounge area. We have requested confirmation of this request to assure that we are in compliance to the promised resolution time(s) given in our corrective.				
	Corrective Action Plan: Rejected by Katie Hunter 03/01/2024 12:50 PM				
	No food safety inspection report was posted in a publicly visible location . Describe in the CAP how this will be corrected and date of implementation.				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/28/2024 10:26 AM				
	We will ensure that a second request for NJ Food Safety inspections is obtained for La Casa. Will communicate to La Casa Leadership to submit immediately. Corrective action involves promptly scheduling and obtaining the necessary inspections from NJ. Implementation will be completed by February 17th to ensure compliance moving forward.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	La Casa-281097	1407	03/05/2024	CAP Accepted

LEAD Charter School-08006109 - 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
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/01/2024 12:51 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/28/2024 10:28 AM				
	As of 2/16/2024, We have utilized Form #373 formulate a HACCP SOP for LEAD Charter School.				
	Flagged by Katie Hunter 02/05/2024 12:31 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. Indicate the date of implementation.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	La Casa-281097	1408	03/05/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Katie Hunter 03/08/2024 11:06 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Que Atiya Rogers 02/28/2024 10:49 AM				
	As of 2/12/2024, All LEAD Charter School sites have initiated a daily freezer/refrigerator temperature log. This log will be completed daily, maintained and filled in daily for each school service site.				
	Flagged by Katie Hunter 02/05/2024 12:32 PM				
	SFA did not have temperature logs on the day of review. Temperature logs must be completed, maintained and filed for each school service site. 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