

NORTH STAR ACADEMY-08007320 - 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 system-wide.

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	NORTH STAR ACADEMY-08007320	121	06/21/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 06/24/2024 01:20 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Raquel Guerra 06/10/2024 02:06 PM				
	Effective August 19th before the first day of school for school year 24-25, all student statuses stored in our electronic system will be downloaded and organized in a physical binder. This will be emphasized in the training to School leaders and food personnel in August. The food director will train all newly hired school personnel responsible for student nutrition before they begin their food handling responsibilities.				
Corrective Action History	Flagged by Erlisa Levin 05/24/2024 01:16 PM				
	To ensure students' meal benefits eligibility is up to date, the SFA must have a backup system to maintain all the benefit issuance documents. Although necessary for all SFAs, this is especially important in electronic systems in case the system goes down. 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.				
Afterschool Snack Program	Afterschool Snack Program (Other Programs)	North Star Academy - Alexander Street Ele-11001		06/21/2024	Flagged
Corrective Action History	Flagged by Katie Hunter 05/21/2024 10:28 AM				
	Snacks claimed for reimbursement must meet the 2 component per student requirements. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation. "The program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation."				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	North Star Academy - Alexander Street Ele-11001	811	06/21/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 06/24/2024 01:20 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Raquel Guerra 06/10/2024 02:07 PM				
	Effective August 19th before the first day of school for school year 24-25, all school buildings will be provided with "And Justice for All" posters in the correct size. The School Food Authority (SFA) will print and distribute these posters to ensure consistent sizing. School leaders will be informed that the poster dimensions must not exceed 11 x 17 inches.				
	Flagged by Erlisa Levin 05/24/2024 01:16 PM				
	All "And Justice for All" posters must be displayed in a specific size: 11" width x 17" height. SFA had poster size 25 x 30 "And Justice for All" posters displayed on-site, this is non compliant. 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)	North Star Academy - Liberty Elementary S-10756	500	06/21/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 06/24/2024 01:20 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Raquel Guerra 06/18/2024 12:28 PM				
	Effective August 19th before the first day of school for school year 24-25, the food service staff will continue to recieve our thorough training and reminders on accurately identifying reimbursable meals under the offer vs serve policy. We will more closely monitor their menu planning and procurement procedures to ensure compliance with regulations. At the start of the school year, we will conduct an internal audit to verify understanding and adherence of the offer vs service policy and continue to conduct training refreshers throughout the school year.				
	Flagged by Erlisa Levin 05/24/2024 01:17 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	North Star Academy - Vailsburg Middle Sch-8836	901	06/21/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 06/24/2024 01:20 PM CAP Accepted				
	Corrective Action Plan: Submitted by Raquel Guerra 06/10/2024 02:07 PM Effective August 19th before the first day of school for school year 24-25, we will:				
	1. We will conduct on-site accountability reviews of both lunch and breakfast at each site in October.				
	2. We will ensure that all on-site accountability reviews use the NSLP and SBP On-Site Review Form (#142) as required. This form will be standardized across all sites to maintain consistency and compliance.				
Group 1: CA Count (4)	Flagged by Erlisa Levin 05/24/2024 01:17 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.				
		NORTH STAR ACADEMY-08007320		06/21/2024	CAP Accepted
	Corrective Action Plan: Accepted by Erlisa Levin 06/24/2024 01:21 PM CAP Accepted				

NORTH STAR ACADEMY-08007320 - 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 system-wide.

Corrective Action History	<p>Corrective Action Plan: Submitted by Raquel Guerra 06/10/2024 02:08 PM</p> <p>Effective August 19th before the first day of school for school year 24-25,</p> <p>1. DOR SBP meal counts for Free category (218) exceed the highest meals during review period (205). -</p> <p>Enhanced Training for Staff: We will provide comprehensive training for all food staff on accurate meal counting and recording procedures. Additonally, provide a more robust training on how to accurately recognize a reimbursable meal under offer versus serve and not offer vs. serve. We will conduct our own regular internal audits and monitoring to compare daily meal counts with monthly totals. Any significant variances will be promptly investigated to identify and rectify the root cause.</p> <p>2. A minimum of two varieties of fluid milk must be offered throughout the lunch meal service on all reimbursable meal service lines/serving areas.</p> <p>We will work with our food vendor to ensure 2 varieties of milk are delivered daily to all sites.</p> <p>3.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.</p> <p>We will ensure schools are ordering enough food for the number of students. Additionally, we will update our systems to ensure better oversight over the meal line to ensure students are only taking one item and that items are replenished immediately.</p> <p>4. Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement.</p> <p>Enhanced Training for Staff: We will provide comprehensive training for all food staff on accurate meal counting and recording procedures. Additonally, provide a more robust training on how to accurately recognize a reimbursable meal under offer versus serve and not offer vs. serve. We will conduct our own regular internal audits and monitoring to compare daily meal counts with monthly totals. Any significant variances will be promptly investigated to identify and rectify the root cause.</p>

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

	Flagged by Erlisa Levin 05/23/2024 12:29 PM				
	DOR SBP meal counts for Free category (218) exceed the highest meals during review period (205).				
	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. Corrective Action must be applied SFA-wide. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.				
	Flagged by Erlisa Levin 05/23/2024 12:29 PM				
	A minimum of two varieties of fluid milk must be offered throughout the lunch 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				
	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				
	Flagged by Erlisa Levin 05/23/2024 12:29 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
	Flagged by Erlisa Levin 05/23/2024 12:29 PM				
	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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
	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.				
Group 2: CA Count (2)		NORTH STAR ACADEMY-08007320		06/21/2024	CAP Accepted

NORTH STAR ACADEMY-08007320 - 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 Erlisa Levin 06/24/2024 01:22 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Raquel Guerra 06/13/2024 01:12 PM				
	Effective August 19th before the first day of school for school year 24-25, we will:				
	<p>Alexander Street food service team will revamp their After School Snack system to ensure that they're serving compliant snacks meeting the two component requirement and are accurately documenting afterschool snacks served. This will ensure that all reimbursement claims are precise and that our production records align with vendor-supplied information. We will have a pre-launch internal system audit and a post-launch internal audit to ensure Alexander Street is implementing the correct After School Snack system.</p>				
	Flagged by Erlisa Levin 05/23/2024 12:29 PM				
	<p>Snacks claimed for reimbursement must meet the 2 component per student requirements. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p> <p>"The program must be monitored within the first 4 weeks of operation each year. As discussed at the exit conference findings were found in this area. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation."</p>				
	Flagged by Erlisa Levin 05/23/2024 12:29 PM				
	As discussed at the exit conference, violations were found for the After School Snack Program. Explain in detail, how the finding(s) will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Group 3: CA Count (2)		NORTH STAR ACADEMY-08007320		06/21/2024	CAP Accepted
	Corrective Action Plan: Accepted by Erlisa Levin 06/24/2024 01:23 PM				
	CAP Accepted				

NORTH STAR ACADEMY-08007320 - Corrective Action Report (Detail)

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Corrective Action History	Corrective Action Plan: Submitted by Raquel Guerra 06/11/2024 11:11 AM				
	Effective August 19th before the first day of school for school year 24-25,				
	<p>1. Ensure that every serving line and serving area, including classrooms where applicable, has clear and compliant signage posted at or near the beginning of the serving line. These signs will clearly identify what constitutes a reimbursable meal and will specifically highlight the requirement for students to take at least ½ cup of fruit or vegetable.</p>				
	<p>2. To meet compliance standards, we will use the sample sign (Form 300) provided on the Department of Agriculture's Form website. This template will be customized as needed to fit the specific offerings of each site but will maintain all required elements.</p>				
	<p>3. In addition to the new signage, we will ensure that posted menus are not the sole source of information regarding reimbursable meals. The new signs will provide clear and distinct guidance separate from the menus.</p>				
	<p>4. We will update our training for all food service staff to emphasize the importance of these signs and how to assist students in making selections that meet the reimbursable meal requirements. This training will emphasize what counts as a reimburseable meal vs. not under offer vs. serve.</p>				
	<p>5. In our internal walk through of all sites before the first day of school we will ensure signage is in the right locations and visible to students.</p>				
	Flagged by Erlisa Levin 05/23/2024 12:31 PM				
	Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture's Form website. Food service staff/cashiers				
	Flagged by Erlisa Levin 05/23/2024 12:31 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.				
	Group 4: CA Count (2)		NORTH STAR ACADEMY-08007320	06/21/2024	CAP Accepted

NORTH STAR ACADEMY-08007320 - 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 Erlisa Levin 06/24/2024 01:23 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Raquel Guerra 06/11/2024 11:14 AM				
	<p>Effective August 19th before the first day of school for school year 24-25,</p> <p>1. At Alexander Street Elementary site: no backup system for counting student meals, in case the primary system is compromised.</p> <p>Update our training to emphasize the importance of having a backup system for meal counting to be used in the event that our primary computerized Point of Sale (POS) system is unavailable. The recommended back up system is a printed paper roster that includes student name and meal status.</p> <p>2. The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS.</p> <p>We will update Schedule A Site Details page in SNEARS to accurately reflect the actual meal counting method currently in use at each site.</p>				
	Flagged by Erlisa Levin 05/23/2024 12:31 PM				
	<p>At Alexander Street Elementary site: no backup system for counting student meals, in case the primary system is compromised.</p> <p>The SFA must have a backup system for counting student meals, in case the primary system is compromised. An example would be if the SFA uses a computerized POS system and the power fails. A backup system could be a paper roster if the POS software program is unavailable. 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>				
	Flagged by Erlisa Levin 05/23/2024 12:31 PM				
	<p>The SFA must use the same accountability method for counting meals at the point of service that was indicated on the the Schedule A Site Details page in SNEARS. The Schedule A must be revised to reflect the actual meal counting method 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.</p>				

NORTH STAR ACADEMY-08007320 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Group 5: CA Count (2)		NORTH STAR ACADEMY-08007320		06/21/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 06/24/2024 01:23 PM CAP Accepted				
	Corrective Action Plan: Accepted by Erlisa Levin 06/24/2024 01:23 PM CAP Accepted				
	Corrective Action Plan: Submitted by Raquel Guerra 06/11/2024 11:12 AM Effective August 19th before the first day of school for school year 24-25, 1. establish a detailed schedule for conducting on-site accountability reviews of both lunch and breakfast at each site. These reviews will be scheduled in October for each school year to ensure timely completion. 2. We will ensure that all on-site accountability reviews use the NSLP and SBP On-Site Review Form (#142) as required. This form will be standardized across all sites to maintain consistency and compliance. 3. We will develop a system for documenting the completion of each review to ensure that all required reviews are completed by the deadline.				

NORTH STAR ACADEMY-08007320 - 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 system-wide.

	<p>Corrective Action Plan: Submitted by Raquel Guerra 06/11/2024 11:12 AM</p> <p>Effective August 19th before the first day of school for school year 24-25,</p> <ol style="list-style-type: none">1. establish a detailed schedule for conducting on-site accountability reviews of both lunch and breakfast at each site. These reviews will be scheduled in October for each school year to ensure timely completion.2. We will ensure that all on-site accountability reviews use the NSLP and SBP On-Site Review Form (#142) as required. This form will be standardized across all sites to maintain consistency and compliance.3. We will develop a system for documenting the completion of each review to ensure that all required reviews are completed by the deadline.
	<p>Flagged by Erlisa Levin 05/23/2024 12:31 PM</p> <p>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.</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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>
	<p>Flagged by Erlisa Levin 05/23/2024 12:31 PM</p> <p>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.</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. Corrective Action must be applied SFA-wide. 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p>

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Group 6: CA Count (3)		NORTH STAR ACADEMY-08007320		06/21/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 06/24/2024 01:23 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Raquel Guerra 06/11/2024 11:13 AM				
	Effective August 19th before the first day of school for school year 24-25,				
	<p>1. We will ensure our food safety plan includes in detail our Hazard Analysis Critical Control Point (HACCP) standard operating procedures (SOPs), monitoring protocols, corrective action procedures, and record-keeping guidelines. We will refer to the "HACCP Based Standard Operating Procedures" available on the NJDOA website for guidance on required elements for the HACCP plan.</p> <p>2. All schools will keep a HACCP binder on-site to include a copy of the written HACCP food safety plan as well as HACCP forms for record keeping. This will ensure that all staff members have access to the plan and can refer to it as needed to maintain compliance with food safety protocols.</p> <p>3. We will reexamine the location of food and safety inspection report and ensure they will be posted in a publicly visible to staff and students.</p>				
	Flagged by Erlisa Levin 05/23/2024 12:32 PM				
	<p>SFA did not have a food safety plan implemented. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</p> <p>SFA did not have a written food safety plan, and was not available at each school food preparation site and/or 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.</p>				

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	Flagged by Erlisa Levin 05/23/2024 12:32 PM				
	No food safety inspection report was posted in a publicly visible location. SFA is responsible for obtaining two food safety inspections during the current school year and if current inspections are not already scheduled, SFA should request an inspection in writing from the Board of Health. Describe in the CAP how this will be corrected. Corrective Action must be applied SFA-wide. Indicate date of implementation.				
	Flagged by Erlisa Levin 05/23/2024 12:32 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. Ind 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Group 7: CA Count (4)		NORTH STAR ACADEMY-08007320		06/21/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 06/24/2024 01:24 PM				
	CAP Accepted				
Corrective Action History	Corrective Action Plan: Submitted by Raquel Guerra 06/11/2024 11:12 AM				
	<p>Effective August 19th before the first day of school for school year 24-25,</p> <ol style="list-style-type: none"> 1. We will ensure our internal training of administrative, office, and school staff involved in National School Lunch and/or School Breakfast include a sign in sheet and confirmation of completion. We will keep detailed logs of each staff member's number of hours training. 2. The School Program Director and Manager will identify the most high level and relevant training from the training resources and require all administrative, office, and school staff to complete the online training. We will keep a centralized database for all training certificates and a detailed log of each staff member's number of training. 3. The School Program Director and Manager will ensure they complete the 12 and 10 hours of training respectively from the training resources provided on the website. 				

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	Flagged by Erlisa Levin 05/23/2024 12:32 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				
	Flagged by Erlisa Levin 05/23/2024 12:32 PM				
	All employees, including newly hired employees, must meet annual training requirements. 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 Erlisa Levin 05/23/2024 12:32 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				
	Flagged by Erlisa Levin 05/23/2024 12:32 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				
Group 8: CA Count (3)		NORTH STAR ACADEMY-08007320		06/21/2024	CAP Accepted

NORTH STAR ACADEMY-08007320 - 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 system-wide.

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Erlisa Levin 07/08/2024 03:00 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Raquel Guerra 06/24/2024 01:46 PM				
	Effective August 19th before the first day of school for school year 24-25, we will implement the following:				
	At Liberty Elementary School, the food service staff will continue to receive our thorough training and reminders on accurately identifying reimbursable meals under the Serve Only policy. We will more closely monitor their menu planning and procurement procedures to ensure compliance with the regulations, specifically ensuring at least two types of fluid milk are offered. At the start of the school year, we will conduct an internal audit to verify understanding and adherence to the Serve Only policy.				
	Corrective Action Plan: Rejected by Erlisa Levin 06/24/2024 01:30 PM				
Corrective Action History	Please explain the information and how to correct the meal quantities at Northstar Liberty school site.				
	thanks				
	Corrective Action Plan: Submitted by Raquel Guerra 06/18/2024 12:19 PM				
	Effective August 19th before the first day of school for school year 24-25, we will implement the following				
	Flagged by Erlisa Levin 05/24/2024 01:36 PM				
Corrective Action History	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				
	Flagged by Erlisa Levin 05/24/2024 01:36 PM				
Corrective Action History	A minimum of two varieties of fluid milk must be offered throughout the lunch 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				
	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				

NORTH STAR ACADEMY-08007320 - 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 system-wide.

Report Selections

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