

## Philips Acad CS (Newark)-08006094 - Corrective Action Report (Detail)

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	Philips Acad CS (Newark)-08006094	126	06/09/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/09/2025 10:49 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Migdalia Dale 06/06/2025 01:50 PM				
	<p>To prevent a reoccurrence,</p> <ul style="list-style-type: none"> <li>- all free and reduced applications approved through TANF with case numbers will be reviewed monthly.</li> <li>- applicants who indicate TANF eligibility without supplying a case number will be asked to provide the case number.</li> <li>- failure to provide a case number will lead to a change in eligibility.</li> </ul>				
	<p>Flagged by Kaitlyn Matthews 05/09/2025 02:05 PM</p> <p>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.</p>				
Verification	Verification (On-Site Assessment Tool) (207H)	Philips Acad CS (Newark)-08006094	209	06/09/2025	CAP Accepted

# Philips Acad CS (Newark)-08006094 - Corrective Action Report (Detail)

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>		Corrective Action Plan: Accepted by Kaitlyn Matthews 06/09/2025 10:45 AM  CAP Accepted			
		Corrective Action Plan: Submitted by Migdalia Dale 06/06/2025 01:50 PM  To ensure a non reoccurrence, the following actions will be implemented immediately:  - all staff responsible for the verification process will access the verification webinars in SNEARS to better understand the verification process.  - all income verification documents received will be accurately cross checked against the Federal Income Eligibility Guidelines (Form# 127).			
Verification		Flagged by Kaitlyn Matthews 05/09/2025 02:06 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.			
		<b>Corrective Action Finding:</b>  Application #1108 and #1109 were not correctly verified. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and/or SFA-2.)  <b>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</b>			
Verification	Verification (On-Site Assessment Tool) (207H)	Philips Acad CS (Newark)-08006094	213	06/09/2025	CAP Accepted

# Philips Acad CS (Newark)-08006094 - Corrective Action Report (Detail)

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>		Corrective Action Plan: Accepted by Kaitlyn Matthews 06/09/2025 10:46 AM  CAP Accepted			
		Corrective Action Plan: Submitted by Migdalia Dale 06/06/2025 01:50 PM  To ensure a non reoccurrence, the following actions will be implemented immediately:  - all staff responsible for the verification process will access the verification webinars in SNEARS to better understand the verification process.  - create chronological notes to memorialize all communications with parents during in the verification process.  - upon the conclusion of a change in status, verification Letter (Form 244) will be immediately completed and sent to household.			
		Flagged by Kaitlyn Matthews 05/09/2025 02:07 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).  <b>Corrective Action Finding:</b>  Application #1108 and #1109 did not have a Verification Results Letter (Form 244).			
		<b>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.</b>			
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	Philips Acad CS (Newark)-08006094	806	06/09/2025	CAP Accepted

# Philips Acad CS (Newark)-08006094 - Corrective Action Report (Detail)

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History		<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 06/09/2025 10:45 AM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Migdalia Dale 06/06/2025 01:49 PM</p> <p>The FSMC cafeteria staff attended Civil Rights training on 9.30.24 (4 employees), 10.7.24 (1 employee) &amp; 12.30.24 (2 employees).</p> <p>The SFA staff did not. The SFA will schedule civil rights training to be completed the week ended 8.8.25.</p> <p>Flagged by Kaitlyn Matthews 05/09/2025 02:05 PM</p> <p>Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS.</p> <p><b>Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</b></p>			

# Philips Acad CS (Newark)-08006094 - Corrective Action Report (Detail)

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Professional Standards	Professional Standards (Off-Site Assessment Tool) (1200H)	Philips Acad CS (Newark)-08006094	1208	06/09/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/09/2025 10:48 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Migdalia Dale 06/06/2025 01:50 PM				
	SFA will use the Primero Edge tracker effective 7.1.25.				
	Flagged by Kaitlyn Matthews 05/09/2025 02:06 PM				
	SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee name, school, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. The Primero Edge Teamwork training tracker tool (accessed through SOARS) can be used.				
<p><b>Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</b></p>					
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	Philip's Academy Charter School-11398	13	06/09/2025	CAP Accepted

# Philips Acad CS (Newark)-08006094 - Corrective Action Report (Detail)

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 10:13 AM				CAP Accepted
	Corrective Action Plan: Submitted by Migdalia Dale 06/09/2025 12:10 PM				
	Preschool team was advised to start using family style service effective 5.12.25.				
	The Preschool team will continue to use family style service in the new school year which starts on 8.25.25.				
	Flagged by Kaitlyn Matthews 06/09/2025 10:39 AM				
	Offer Versus Serve (OVS) is not an option for pre-school age students. Pre-K must either follow a Serve Only or Family Style meal service.				
<p>Serve Only- students must take all meal components.</p> <p>Family Style- students must select at least a 1/4 cup of vegetables, fruit, or both. Additionally, a minimum serving size of each item or component must be offered to each student over the course of the meal.</p> <p><b>Corrective Action Finding:</b></p> <p>During the on-site review, pre-k students were following OVS during lunch.</p> <p><b>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</b></p>					
Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation) (Nutrition/Meal Compliance)	Philip's Academy Charter School-11398	22	06/09/2025	CAP Accepted

# Philips Acad CS (Newark)-08006094 - Corrective Action Report (Detail)

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

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/09/2025 10:45 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Migdalia Dale 06/06/2025 01:49 PM				
	SFA will purchase appropriate serving utensils before the start of the new school year (SY2025/2026).				
	Flagged by Kaitlyn Matthews 05/09/2025 02:05 PM				
	At lunch, condiments (e.g. hot sauce, ketchup, mustard, salad dressing) should be offered in portion cups, portion controlled (PC) packaging or by use of appropriate serving size utensils to limit portion size allowed per meal.				
<b>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b>					
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Philip's Academy Charter School-11398	325	06/09/2025	CAP Accepted
	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 10:13 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Migdalia Dale 06/09/2025 12:16 PM				
	On a weekly basis, preferably Friday, the Food Service Director (FSMC) and the Business Office Accountant (SFA) will reconcile breakfast and lunch claims. Discrepancies will be corrected and will be submitted to the FSMC via email to ensure that the correct numbers are used.				
	The SFA and the FSMC started reviewing and reconciling meal counts the week of 5/13/25.				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 06/09/2025 10:48 AM				
<b>Please indicate the date the discrepancies were corrected.</b>					
	Corrective Action Plan: Submitted by Migdalia Dale 06/06/2025 01:50 PM				
	On a weekly basis, preferably Friday, the Food Service Director (FSMC) and the Business Office Accountant (SFA) will reconcile breakfast and lunch claims. Discrepancies will be corrected and will be submitted to the FSMC via email to ensure that the correct numbers are used.				

# Philips Acad CS (Newark)-08006094 - 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.

<b>Corrective Action History</b>	<p>Flagged by Kaitlyn Matthews 05/09/2025 02:12 PM</p> <p>Breakfast and 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.</p> <p><b>Corrective Action Finding:</b></p> <p>Pre-K: breakfast and lunch meal service in the classroom using rosters to count and claim meals.</p> <p>Grades K-4: breakfast is grab-n-go in the hallway using rosters to count and claim meals.</p> <p><b>Review week, breakfast:</b></p> <p>-3/19/2025: one meal was overclaimed.</p> <p><b>Review week, lunch:</b></p> <p>-3/18/2025: one meal was overclaimed.</p> <p>-3/20/2025: one meal was overclaimed.</p> <p><b>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p>
----------------------------------	--

## Report Selections

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