

Jersey City Global Charter School-08006093 - 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)	Jersey City Global Charter School-08006093	126	05/21/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 07:13 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Belinda Cruz 06/11/2025 03:39 PM				
	Corrections on application determination will indicate date, moving forward. Effective date 07.01.2025				
Corrective Action History	Flagged by Kaitlyn Matthews 04/21/2025 11:39 AM				
	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.				
	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 07:13 AM				
	CAP Accepted				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	Jersey City Global Charter School-08006093	134	05/21/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Submitted by Belinda Cruz 06/09/2025 02:23 PM				
	The DC students were matched as of 03.2025. Please see the attached documents.				
	Flagged by Kaitlyn Matthews 04/21/2025 11:37 AM				
	The SFA must perform direct certification matches at least four times per school year during required time frames. The mandated timelines are included in the Guidance for Determining Officials (Form #63).				
Corrective Action History	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	Verification (On-Site Assessment Tool) (207H)	Jersey City Global Charter School-08006093	208	05/21/2025	CAP Accepted

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Applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised systemically.					
Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 07:13 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Belinda Cruz 06/11/2025 03:41 PM				
	Verification Tracker will be implemented and use. Effective date 07.01.2025				
	Flagged by Kaitlyn Matthews 04/21/2025 11:37 AM				
	The Confirming Official must record on the Verification Tracker the date of the confirmation 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.				
Verification	Verification (On-Site Assessment Tool) (207H)	Jersey City Global Charter School-08006093	209	05/21/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 07:12 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Belinda Cruz 06/11/2025 03:15 PM				
	Coordinated with MealTime 04.21.25 Applications subject for verification were automatically generated. Verification was sent 10.2024.				
	Applications that were chosen to replace for verification is limited to 3 percent.				
	Applications selected for review were verified correctly.				
	Flagged by Kaitlyn Matthews 04/21/2025 11:37 AM				
	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.				
Verification	Verification (On-Site Assessment Tool) (207H)	Jersey City Global Charter School-08006093	212	05/21/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 07:11 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Belinda Cruz 06/10/2025 08:24 AM				
	Verification letters were sent 10.2024 but was not responded until after the review. Follow up through email and phone call was made. Documents inserted. Moving forward, we will set the effective date for verification after the eligibility period (09.30.2025) on 10.01.2025.				
	Flagged by Kaitlyn Matthews 04/21/2025 11:39 AM 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	Verification (On-Site Assessment Tool) (207H)	Jersey City Global Charter School-08006093	215	05/21/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 07:11 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Belinda Cruz 06/09/2025 02:56 PM				
	Moving forward, Verification letter will be sent after the last day of extension on eligibility (09.30.25). Effective date will be 10.01.25				
	Flagged by Kaitlyn Matthews 04/21/2025 11:39 AM 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.				
Dietary Specification Assessment Tool (On Site Observation)	Dietary Specification Assessment Tool (On Site Observation) (Nutrition/Meal Compliance)	Jersey City Global Charter School MS-291811	6	05/21/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 07:11 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Belinda Cruz 06/11/2025 11:40 AM				
	Will ensure proper serving sizes, equivalents and components effective 05.22.2025				
Meal Counting and Claiming - Review Period	Flagged by Kaitlyn Matthews 04/21/2025 11:39 AM				
	Reduced-fat, low fat, or fat-free mayonnaise, sour cream, and/or salad dressings should always be offered instead of full-fat varieties. Technical assistance was provided.				
	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Jersey City Global Charter School MS-291811	325	05/21/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 07:12 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Belinda Cruz 06/11/2025 03:08 PM				
	Documents were forwarded during the review process. Separation of counts-Effective date 05.22.25				
Corrective Action History	Flagged by Kaitlyn Matthews 04/21/2025 11:40 AM				
	Inaccurate method of counting and claiming. There are two sites at the SFA, and reimbursement for both sites is combined and entered under JCGC Elementary School every month. Rosters are utilized in the cafeteria then entered into Mealtime. There are no dates or meal service type indicated on the rosters. Unable to determine proper meal counting and claiming practices.				
	Breakfast and lunch count by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
	The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Jersey City Global Charter School MS-291811	401	05/21/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 07:13 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Belinda Cruz 06/11/2025 04:17 PM				
	Will ensure proper serving sizes, equivalentents and components effective date 05.22.25				
	Flagged by Kaitlyn Matthews 04/21/2025 11:42 AM				
	Breakfast day of review 4/15/2025: five incomplete and non-reimbursable meals				
	-Two meals did not have a fruit or vegetable				
	-One meal contained only fruit and chocolate milk				
	-One meal contained only fruit and fruit juice				
	-One meal contained only fruit				
Students must take the required number of components for breakfast in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food items in the proper quantities. One item selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 3 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable breakfast.					
Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.					
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Jersey City Global Charter School MS-291811	409	05/21/2025	CAP Accepted
	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 07:11 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Belinda Cruz 06/11/2025 11:41 AM				
	Will ensure proper serving sizes, equivalentents and components effective 05.22.25				

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Corrective Action History	Flagged by Kaitlyn Matthews 04/21/2025 11:40 AM				
	Review week breakfast 3/24/25-3/28/25, missing components- 3/24/25- No fruit or milk documented on the production record (31 meals non reimbursable) 3/25/25- No fruit or milk documented on the production record (25 meals non reimbursable) 3/26/25- No fruit or milk documented on the production record (20 meals non reimbursable) 3/27/25- No fruit or milk documented on the production record (36 meals non reimbursable) 3/28/25- No fruit or milk documented on the production record (29 meals non reimbursable) Review week lunch 3/24/25-3/28/25, missing components- 3/24/25- No fruit documented on the production record (121 meals non reimbursable) 3/25/24- No fruit documented on the production record (123 meals non reimbursable) 3/26/25- No fruit documented on the production record (122 meals non reimbursable) 3/27/25- No milk documented on the production record (103 meals non reimbursable) 3/28/25- No fruit documented on the production record (237 meals non reimbursable) At breakfast, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 3 components of the reimbursable breakfast, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern. 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. 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. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	Jersey City Global Charter School MS-291811	410	05/21/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 07:13 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Belinda Cruz 06/11/2025 04:16 PM				
	Will ensure proper serving sizes, equivalents and components - Effective date 05.22.25				
	Flagged by Kaitlyn Matthews 04/21/2025 11:42 AM				
	Review week lunch, insufficient vegetable quantities. Per the Lunch Meal Pattern, grades 6-8 must be offered a minimum of 3/4 cup vegetable daily.				
	3/24/25- cucumber 1/2 cup offered				
	3/25/25- carrots 1/4 cup offered				
	3/26/25- tater tots 1/2 cup offered				
	3/27/25- vegetarian beans 1/2 cup offered				
	Review week breakfast, inadequate nutrition documentation to determine crediting information for grains and meat/meat alternate.				
	At breakfast and lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements.				
	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)	Jersey City Global Charter School MS-291811	501	05/21/2025	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 07:11 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Belinda Cruz 06/11/2025 11:38 AM				
	Additional trainings-effective date 6/2/25				
Corrective Action History	Flagged by Kaitlyn Matthews 04/21/2025 11:37 AM				
	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.				
Food Safety, Storage and Buy American	Food Safety, Storage and Buy American (On-Site Assessment Tool - Site) (1404H)	Jersey City Global Charter School MS-291811	1406	05/21/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 06/12/2025 07:12 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Belinda Cruz 06/11/2025 12:03 PM				
	Most recent Food safety inspection as per school, posted in visible location at the cafeteria.				
Corrective Action History	Flagged by Kaitlyn Matthews 04/21/2025 11:41 AM				
	The food safety inspection report must be posted at Jersey City Global Charter Middle School 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.				

Report Selections

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