

# ELYSIAN CHARTER SCHOOL-08006420 - 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)	ELYSIAN CHARTER SCHOOL-08006420	1208	05/26/2025	CAP Accepted					
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2025 01:47 PM									
	CAP Accepted									
	Corrective Action Plan: Submitted by Aliymah Campbell 05/16/2025 09:21 AM									
	Commencing 5/12/2025, SFA began working to consolidate all staff training records to one source. We are evaluating the effectiveness of PrimeroEdge now. By June 1, 2025, SFA will finalize our decision to either continue using Primero Edge to log staff training or to continue as we have with our own template. If the latter, we will ensure the all required fields are fully logged and easily accessible.									
	Flagged by Kaitlyn Matthews 04/25/2025 08:00 AM									
SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee's 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>										
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	ELYSIAN CHARTER SCHOOL -3057	318	05/26/2025	CAP Accepted					

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2025 01:47 PM	CAP Accepted			
	Corrective Action Plan: Submitted by Aliymah Campbell 05/05/2025 10:35 AM	Commencing April 25, 2025 SFA will use the guidance provided by reviewer to maintain proper procedure for lunch claiming at the point of service. This includes utilizing the monthly roster template provided to check off claimed meals to ensure the reimbursable meal count is correct.			
	Flagged by Kaitlyn Matthews 04/25/2025 08:01 AM	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. The State Agency has determined that the inaccurate counting of meals observed at lunch is an ongoing systemic problem. The meal counting system must be corrected.			
<p><b>Corrective Action Finding:</b></p> <p>On the day of observation, at lunch, the food service personnel did not take a point of service count. The meals were delivered to the classroom based on the lunch order form. No indication of students receiving the meal was noted on the order form. The reviewer explained proper procedures and point of service counts to the food service staff who corrected the procedures onsite at lunch. The following day, when breakfast was observed, the food service staff had updated her procedure to indicate proper counting and claiming methods.</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. Fiscal action will be taken. An over claim may be assessed.</b></p>					
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	ELYSIAN CHARTER SCHOOL -3057	325	05/26/2025	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 05/16/2025 01:46 PM	CAP Accepted			
	Corrective Action Plan: Submitted by Aliymah Campbell 05/05/2025 10:30 AM	SFA uses electronic POS that produces count after meals are accounted for at the end of the day. SFA is now aware that meals have to be reconciled at the point of service. As of Apr 25, 2025 all staff who serve meals will utilize the rosters to record all students who receive their lunch.			
	Flagged by Kaitlyn Matthews 04/25/2025 08:01 AM	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. The state agency has determined that the inaccurate method counting, combining, and recording of meals for both breakfast and lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected.			
<p><b>Corrective Action Finding:</b></p> <p>There is no point of service count for the review period, therefore the month of review numbers cannot be validated. Breakfast and lunch order forms/attendance sheets were used to count and claim meals at the end of the week, rather than at the point of service. For both breakfast and lunch, the names on the rosters were not checked off or no other indication that a student received a reimbursable meal was noted on the order form/attendance sheet.</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>					
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	ELYSIAN CHARTER SCHOOL -3057	403	05/26/2025	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History		<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2025 01:45 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Aliymah Campbell 05/05/2025 10:28 AM</p> <p>Commencing April 25, 2025, SFA is now offering 2 varieties of milk for breakfast. Previously, breakfasts were pre-packaged by Nu-Way with 1 variety of milk.</p> <p>Flagged by Kaitlyn Matthews 04/25/2025 08:02 AM</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.</p> <p><b>Corrective Action Finding:</b></p> <p>Day of review breakfast, 4/22/2024- only low-fat white milk was served.</p> <p><b>Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p>			

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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)	ELYSIAN CHARTER SCHOOL -3057	404	05/26/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2025 01:47 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Aliymah Campbell 05/16/2025 09:11 AM				
	Commencing May 15th, Our food vendor has provided meal component information for breakfast and lunch that we have visible for students at the serving area.				
	Flagged by Kaitlyn Matthews 04/25/2025 08:00 AM				
	Signage must be posted at or near the beginning of the serving line/serving area identifying the components of the reimbursable breakfast and lunch. Posting only a monthly menu does not meet this requirement.				
<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 Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	ELYSIAN CHARTER SCHOOL -3057	409	05/26/2025	CAP Accepted
	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2025 01:46 PM				
	CAP Accepted				

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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 syste

<b>Corrective Action History</b>	<p>Corrective Action Plan: Submitted by Aliymah Campbell 05/05/2025 10:31 AM</p> <p><b>As of April 25, 2025 we have been making sure that our vendor provides the production report daily with each delivery.</b></p> <p><b>As of April 25, 2025 we have been completing our portion of the production report each day.</b></p> <p>We provide several emergency lunches daily to students who do not have lunch from home. While our numbers for reimbursable meals were accurate, there was no indication that students who were not on the rosters were receiving these emergency meals. We are implementing May 1st the monthly rosters that will clarify to all the students who receive breakfast and lunch daily.</p> <p>Additional protocol to ensure correct numbers is the continued communication with our food vendor, each day the counts are incorrect and/or Production Record is not provided with daily delivery. Procedure for follow-up is stated in the SFA food safety plan.</p>

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	<p>Flagged by Kaitlyn Matthews 05/16/2025 01:55 PM</p> <p>At breakfast and lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all components of the reimbursable meal, 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.</p> <p><b>Corrective Action Finding:</b></p> <p>For the review week, for both breakfast and lunch, there were multiple issues with documentation. For both breakfast and lunch, there were no production records (PRs) available for Monday (3/17/25) and Tuesday (3/18/25). Due to missing PR, 9 breakfasts and 101 lunches are disallowed.</p> <p>For Wednesday (3/19/25), Thursday (3/20/25) and Friday (3/21/25), for both breakfast and lunch the SFA did not have completed PRs. The vendor provided the SFA with PRs with the menu items and crediting information, however key data including number of portions leftover, portions used, and temperatures were missing. Due to missing documentation, it cannot be determined if a reimbursable meal was served to students. Therefore, all meals served on these dates are also disallowed- 12 breakfasts and 141 lunch.</p> <p>Total disallowed meals for the review week due to missing PRs and/or pertinent data: 21 breakfasts and 242 lunches</p> <p>It should be noted on multiple days of the review week, more lunches were claimed for reimbursement than provided by the vendor (according to vendor documentation).</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>				
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Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	ELYSIAN CHARTER SCHOOL -3057	410	05/26/2025	CAP Accepted
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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History		<p>Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2025 01:45 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Aliymah Campbell 05/05/2025 10:25 AM</p> <p>On April 30, 2025 SFA communicated with Nu-Way manager Mike Liegel about the vended meals not meeting the minimum nutritional requirements. We have been assured by our vendor that improvements to meet requirements are to be made effective immediately.</p> <p>Flagged by Kaitlyn Matthews 04/25/2025 08:01 AM</p> <p>At lunch, portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements. At lunch, production records must document that both daily and weekly minimum quantities for each component are offered. Other supporting documentation (including but not limited to the USDA Food Buying Guide, food labels, CN labels, manufacturers product formulation statements, standardized recipes, etc.) must be used to determine the creditable amount each menu item contributes to the meal pattern to assure that required minimum quantities are offered.</p> <p><b>Corrective Action Finding:</b></p> <p>Lunch review week, insufficient quantities. Per the Lunch Meal Pattern, grades K-8, a minimum of 3/4 cups vegetables must be offered.</p> <p>3/17/2025- 2 oz corn served</p> <p>3/18/2025- 2 oz baby carrots served</p> <p>3/19/2025- 2 oz spinach served</p> <p>3/20/2025- 2 oz mixed vegetables served</p> <p>3/21/2025- 2 oz cauliflower served</p> <p>Additionally, vegetable sub-group beans/peas (legumes) were not offered.</p> <p><b>Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p>			

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	ELYSIAN CHARTER SCHOOL -3057	811	05/26/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2025 01:44 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Aliymah Campbell 05/05/2025 10:13 AM				
	<p><b>On April 25, 2025, USDA Civil Rights additional posters and monthly menus were posted in prominent locations around the school. The locations include on our kitchen door (seen by all students who pick up lunch) and by each classroom door where students eat their lunches.</b></p>				
	Flagged by Kaitlyn Matthews 04/25/2025 08:00 AM				
	SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students.				
<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>					
SFA/Sponsor On-Site Monitoring	SFA/Sponsor On-Site Monitoring (On-Site Assessment Tool - Site) (901H)	ELYSIAN CHARTER SCHOOL -3057	901	05/26/2025	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2025 01:44 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Aliymah Campbell 05/05/2025 10:13 AM				
	<p><b>The SFA plans to conduct an on-site accountability review and complete Form #142 prior to February 1st to meet the requirements for the following school year. As of April 30th, we have added recurring reminders and deadline dates for the on-site accountability review to our shared administrative calendar for each subsequent school year.</b></p>				
	Flagged by Kaitlyn Matthews 04/25/2025 08:00 AM				
	All SFAs must conduct an on-site accountability review of breakfast and 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.				
<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>					

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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)	ELYSIAN CHARTER SCHOOL -3057	1407	05/26/2025	CAP Accepted					
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2025 01:44 PM									
	CAP Accepted									
	Corrective Action Plan: Submitted by Aliymah Campbell 05/05/2025 10:16 AM									
	Elysian Charter Food Safety Plan was printed out and placed in a binder in our kitchen for easy access to all staff on April 25, 2025.									
	Flagged by Kaitlyn Matthews 04/25/2025 08:01 AM									
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. <a href="#">Standard Operating Procedures – Institute of Child Nutrition</a>										
<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>										
Group 1: CA Count (5)		ELYSIAN CHARTER SCHOOL-08006420		05/26/2025	CAP Accepted					
	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/16/2025 01:48 PM									
	CAP Accepted									
	Corrective Action Plan: Submitted by Aliymah Campbell 05/05/2025 10:14 AM									
	Food Service Director, Aliymah Campbell, read through and reviewed the Verification Guidance for School Meals for Parts 1 & 2 of verification on April 28, 2025 (sources attached). We will begin verification starting in the 2025-2026 school year. We have added recurring reminders and deadline dates for verification to our shared administrative calendar for each subsequent school year.									
	Flagged by Kaitlyn Matthews 04/25/2025 08:07 AM									
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>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>										

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<b>Corrective Action History</b>	<p>Flagged by Kaitlyn Matthews 04/25/2025 08:07 AM</p> <p>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).</p> <p><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></p>
	<p>Flagged by Kaitlyn Matthews 04/25/2025 08:07 AM</p> <p>The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "First Notice to Household" (Form 236).</p> <p><b>Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</b></p>
	<p>Flagged by Kaitlyn Matthews 04/25/2025 08:07 AM</p>
	<p>Flagged by Kaitlyn Matthews 04/25/2025 08:07 AM</p> <p>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.</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. Describe in the CAP how this will be corrected.</b></p>

## Report Selections

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