

PACE CHARTER-HAMILTON-08007500 - 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)	PACE CHARTER-HAMILTON-08007500	126	01/08/2026	CAP Accepted
Corrective Action History	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 12/09/2025 12:51 PM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Jill Bond 12/08/2025 08:21 AM</p> <p>Corrective Action:</p> <p>All errors identified during the State Agency review were corrected promptly. Mrs. Abad-Martinez contacted every household directly, and all applications were updated to include the missing last four digits of the Social Security Number by December 5, 2025. The application missing a parent signature was corrected when the parent signed the application on the morning of December 8, 2025. Mrs. Bond contacted the parents of the applications that were incorrectly identified on December 3, 2025, and all necessary updates were made to the Master Eligibility List (MEL) and coded rosters at that time.</p> <p>To prevent recurrence, the SFA implemented SFA-wide measures effective December 8, 2025, including retraining of all determining staff on proper application review procedures, a two-step review process, and the use of a required checklist to verify Social Security information, income calculations, and parent signatures. Moving forward, Mrs. Abad-Martinez will receive annual retraining on the proper procedures for accurately reviewing and determining applications using Form 430 – School Meals and Summer EBT Application Checklist. Ongoing monitoring and periodic audits will ensure continued compliance with all application requirements.</p>				

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	<p>Flagged by Corinne Santos-Hernandez 12/07/2025 09:15 AM</p> <p>Incomplete and 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 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> <p>During the review, several recurring errors were identified across multiple applications:</p> <p>Numerous applications lacked the last four digits of the applicant's Social Security Number. Incorrect calculations of reported household income were found and an application was missing the required adult signature.</p> <p>Guidance was provided directly to the determining official regarding proper procedures for verifying and documenting application information.</p> <p>Training materials were distributed to reinforce correct practices in application review and determination. Errors identified during the review were discussed in detail with staff to ensure understanding and prevent recurrence. This year, a new employee was trained to assist with application determinations. The determining official reported that this additional support has been a significant help, particularly during the high-volume period at the beginning of the school year. The new employee will be informed of the recurring issues so that these mistakes do not occur in future application processing.</p> <p>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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Meal Counting and Claiming	Meal Counting and Claiming (Off-Site Assessment Tool) (300H)	PACE CHARTER-HAMILTON-08007500	305	01/08/2026	CAP Accepted
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	<p>Corrective Action Plan: Accepted by Corinne Santos-Hernandez 12/09/2025 12:51 PM</p> <p>CAP Accepted</p> <p>Corrective Action Plan: Submitted by Jill Bond 12/08/2025 08:09 AM</p> <h2>Corrective Actions Taken</h2> <h3>1. Posting the Unpaid Meal Charge Policy on the District Website</h3> <p>To ensure transparency and full access for all families, Pace Charter School posted the unpaid meal charge policy on the district's</p>				
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- The policy is located under the **Parent and** Lunch and Breakfast section for easy navigation.
- It will remain posted year-round and reviewed annually for updates.
- This action ensures continuous availability to all households, meeting USDA and state communication requirements.

2. Direct Communication to Households

To ensure families received individualized notification, the SFA distributed the policy through multiple communication channels.

- A **Smore newsletter** containing the complete unpaid meal charge policy was sent to all district families on **December 8, 2025**.
- This newsletter was distributed via:
 - The Smore platform allows automatic **translation into each family's native language**, ensuring equitable access for non-English-speaking households.

Steps to Prevent Recurrence

Pace Charter School will implement the following ongoing measures to ensure continued compliance:

1. Annual Distribution

- Beginning each school year, the unpaid meal charge policy will be included in:
 - Back-to-school packets
 - Digital opening-of-school newsletters
 - Parent orientation materials
- A record of distribution will be maintained for audit purposes.

2. Permanent Website Placement

- The policy will remain posted on the district website at all times.
- Website links will be reviewed annually each August to ensure accuracy and functionality.

Corrective Action History

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	All corrective actions and procedures were fully implemented by December 8, 2025 , and will remain in effect district-wide moving forward.				
	Flagged by Corinne Santos-Hernandez 12/07/2025 09:15 AM				
	The School Food Authority (SFA) currently has an unpaid meal charge policy in place. However, this policy has not informed the households that it is available. To ensure transparency and compliance, households must be informed that this policy exists. The SFA will need to post the policy on the school website. A copy of the policy can also be distributed at the beginning of each school year. The SFA plans to also make it available in Spanish to ensure families who do not speak English can fully understand the guidelines. Indicate the date of implementation when the policy will be posted on the school 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. Indicate the date of implementation.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	528 Olden Ave-10434	409	01/08/2026	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Corinne Santos-Hernandez 12/09/2025 12:51 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by Jill Bond 12/08/2025 08:32 AM				
	<p>Corrective Action: The SFA has reviewed the State Agency’s findings regarding the Daily Production Records (DPR) and supporting documentation. On December 3, 2025, updated information regarding production reports was emailed to Karson Foods, the SFA’s contracted vended meal provider. On the same day, a phone conversation was held with Kara Solomita regarding the vendor/item names. She explained that many of the labels provided were directly from the vendor and did not reflect the actual product names served. Kara Solomita and Alex confirmed that, moving forward, they will provide updated production forms to ensure accuracy in menu documentation and Daily Production Records.</p> <p>Flagged by Corinne Santos-Hernandez 12/07/2025 09:15 AM</p> <p>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. Daily Production Record should be accurately reflect portion sizes, food items, and their meal component contributions for compliance. The state agency found the following to be revised:</p> <ol style="list-style-type: none"> 1. Review each food item listed and confirm the correct portion/serving size. 2. Review each food product item to reflect what was served that day. Example: Pizza did not match the correct product item on the production record. 3. Match each food item to the correct USDA meal component subgroup. Example: Carrots - Vegetable subgroup: Red/Orange with portion size of 1 cup for lunch. <p>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>				

Report Selections

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