

INTERNATIONAL CHARTER-08006810 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	INTERNATIONAL CHARTER-08006810	126	04/25/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/24/2024 11:20 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by April Nixon 03/26/2024 09:52 AM				
	On 3/19/2024 the school secretary called the family and sent home form 255S with the student. The family was informed that due to an audit of the school lunch form and error was discovered on the initial application. The status will change from free to reduced due to household size and income.				
	Flagged by Amy Martin 03/18/2024 11:24 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).				

INTERNATIONAL CHARTER-08006810 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Meal Counting and Claiming	Meal Counting and Claiming (On-Site Assessment Tool) (314H)	INTERNATIONAL CHARTER-08006810	314	04/25/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/24/2024 11:28 AM CAP Accepted				
	Corrective Action Plan: Submitted by April Nixon 03/26/2024 11:10 AM Until further information is released regarding the BAB program, ICST will continue to provide breakfast to all students. Implementation of BAB will be discussed at the March 28, 2024 Board of Trustees meeting and a plan for implementation will be scheduled for summer 2024.				
	Flagged by Amy Martin 03/18/2024 11:31 AM According to the SFA/Sponsor-SA Agreement/application, International Charter School has implemented Breakfast After the Bell as mandated by N.J.S.A 18A:33-11.3. According to the NJDA, "Breakfast After the Bell (BAB) means breakfast offered to students after the start of the school day. To be eligible for the BAB State supplement, BAB must be the primary level of service, meaning that the majority of students are served after the bell."				
	The site's school day does not begin until 8 am. Breakfast is available from 7:30-8 am, but is also offered to any student that arrives late for school. The site is not eligible for the BAB State supplement as the majority are served before the start of the official school day. Although, the site does not meet the NJDA's definition of BAB service, they should be commended for serving breakfast to more than one third of their students daily.				
	The SFA/Sponsor-SA Agreement/application has been updated to remove the implementation of BAB, however the SFA must implement a BAB program for the 2024-2025 school year. In the CAP, 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.				
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	INTERNATIONAL CHARTER-08006810	1001	04/25/2024	CAP Accepted

INTERNATIONAL CHARTER-08006810 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/24/2024 11:29 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by April Nixon 04/08/2024 10:00 AM				
	On 4/8/2024 the information located on the school's website was updated to align with the National School Lunch Program. The NSLP fact sheets were uploaded, updated discrimination statements, complaint guidance, updated applications, as well as the updated LWP. The school's business manager will continue to update the NSLP section of the website when new information is provided.				
	Flagged by Amy Martin 03/18/2024 11:30 AM				
	The SFA's website currently contains a plethora of outdated information regarding the National School Lunch Program. The SFA must review and update the information on their website pertaining to the Child Nutrition Programs.				
	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.				

INTERNATIONAL CHARTER-08006810 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Local School Wellness	Local School Wellness (Off-Site Assessment Tool) (1000H)	INTERNATIONAL CHARTER-08006810	1002	04/25/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/24/2024 11:29 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by April Nixon 03/27/2024 11:08 AM				
	On 3/19/2024 The Local School Wellness Policy was updated to include information from the Healthy, Hunger-Free Kids Act. The updated policy was shared with the School Wellness Committee through email. Feedback is currently being collected and the policy will be presented with updates at the Board of Trustees meeting on March 28, 2024. The updated policy will be implemented on March 29, 2024 pending board approval. After board approval the policy will be updated on the school website. The School Wellness Committee will meet four times per year to ensure the school complies with the policy as well as updates to the policy.				
	Flagged by Amy Martin 03/18/2024 11:29 AM				
	The Local School Wellness Policy (LWP) must be reviewed and updated periodically. An example would be to update the policy at an annual stakeholders' meeting.				
	The SFA's LWP has not been updated since 2016. The current policy contains language that is outdated and was replaced by Healthy, Hunger-Free Kids Act of 2010 (HHFKA).				
	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.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	INTERNATIONAL CHARTER-08006810	1213	04/25/2024	CAP Accepted

INTERNATIONAL CHARTER-08006810 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/24/2024 11:29 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by April Nixon 04/18/2024 09:52 AM				
	The FSD completed the Safe Serve training on 4/15/2-24 and took the first exam on 4/16/2024. The proctored exam required for certification is scheduled for 4/24/2024.				
	Flagged by Amy Martin 03/18/2024 11:32 AM				
	The food service director is required to have completed 8 hours of food safety training within the last 5 years prior to the on-site AR. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at https://theicn.org/ or the SFA can choose their own online or in person training resource to obtain the required food safety training.				
	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 when the food safety training will be completed.				
Meal Counting and Claiming - Day of Review	Meal Counting and Claiming - Day of Review (On-Site Assessment Tool - Site) (317H)	INT'L CHARTER SCH/TRENTON-2886	318	04/25/2024	CAP Accepted

INTERNATIONAL CHARTER-08006810 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/24/2024 11:21 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by April Nixon 03/26/2024 11:01 AM				
	On Wednesday, March 13, 2024 a service line was implemented with a point of service desk. Students received a tray and were greeted by first name by the FSD. At the point of service the FSD checks the tray to make sure it has all of the components. The FSD marks the student off in a notebook. Students are also allowed to switch their milk preference at the point of service. As an update the FSD is using a computer instead of a notebook for lunch service as of March 21, 2024.				
	Flagged by Amy Martin 03/18/2024 11:26 AM				
	An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for lunch.				
	The site does not have a point-of-service count or reliable counting system. According to the NJDA/SFA Annual agreement, the "Point of service" is defined as that point in the food service				
	operation where a determination can accurately be made (at the time and place the meal, snack, or milk is served) that a reimbursable free, reduced price, or paid meal, snack, or milk has been served to an eligible student."				
	All students are served in the multipurpose room at the same time. Trays are pre-plated (those on top of the radiator do not have milk on them). The student selects a tray and proceeds to the tables to eat. Once everyone has a tray, the FSD walks around and checks the students off in her notebook. Names were checked based on facial recognition, On the day of observation, the FSD had 83 students checked off, while I counted 81 meals served (although not all reimbursable as some were missing milk). Apple and roll leftovers confirmed a count of 81.				
	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.				
	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. 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)	INT'L CHARTER SCH/TRENTON-2886	401	04/25/2024	CAP Accepted

INTERNATIONAL CHARTER-08006810 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/24/2024 11:28 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by April Nixon 03/26/2024 11:35 AM				
	On Wednesday, March 13, 2024 a service line was implemented with a point of service desk. Students received a tray and were greeted by first name by the FSD. At the point of service the FSD checks the tray to make sure it has all of the components including milk. The FSD marks the student off in a notebook. Students are also allowed to switch their milk preference at the point of service. The school will implement the use of a computer for point of service in September 2024.				
	Flagged by Amy Martin 03/18/2024 11:27 AM				
Corrective Action History	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement.				
	On the day of observation, 10 meals claimed for reimbursement at lunch did not contain the milk component. Since the site participates in Serve Only, all meal components in their proper quantities must be offered and served to students for a meal to be claimed for reimbursement.				
	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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	INT'L CHARTER SCH/TRENTON-2886	409	04/25/2024	CAP Accepted

INTERNATIONAL CHARTER-08006810 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/24/2024 11:29 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by April Nixon 03/26/2024 11:40 AM				
	On March 20, 2024, the FSD reviewed the 5 components of the reimbursable lunch, in minimum daily and weekly requirements. When meal planning, the menu will be checked by the FSD and the school Principal to ensure that this will not reoccur in the future.				
	Flagged by Amy Martin 03/18/2024 12:14 PM				
	<p>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.</p> <p>During the review week, the legume vegetable subgroup was missing at lunch.</p> <p>This is a Performance Standard 2 (PS2) violation. Failure to correct the issue will lead to repeat PS2 violations and additional fiscal action.</p> <p>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.</p>				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	INT'L CHARTER SCH/TRENTON-2886	410	04/25/2024	CAP Accepted

INTERNATIONAL CHARTER-08006810 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/24/2024 11:29 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by April Nixon 03/27/2024 11:13 AM				
	On March 20, 2024 Karson Food Service was contacted and sent a request to provide the proper supporting documents for the cheese manicotti. The cheese manicotti with meat sauce will not be on the menu until proper documentation is provided. If the documentation is not provided or does not meet the meal pattern requirements, the cheese manicotti will be permanently removed from the menu.				
	Flagged by Amy Martin 03/18/2024 12:13 PM				
	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.				
	On Wednesday of the review week (February 7, 2024), cheese manicotti with meat sauce and a slice of bread were served for lunch. A current signed manufacturers' product formulation statement (PFS) or Child Nutrition (CN) label was not provided for the manicotti. Since the ingredients in this product list cheese, we know this product contains meat/meat alternate, but are unsure of the quantity provided. The manicotti is paired with meat sauce (1oz serving per the recipe), which provides 0.75oz equivalent meat/meat alternate. Since the daily requirement of meat/meat alternate component is 1oz, we must know the amount provided in the manicotti to ensure the daily 1oz equivalent is met. Ultimately, this is considered insufficient quantity, and supporting documentation must be obtained or the menu adjusted to meet the meal pattern requirements.				
	This is a Performance Standard 2 (PS2) violation. Failure to correct the issue will lead to repeat PS2 violations and additional fiscal action.				
	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.				
Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	INT'L CHARTER SCH/TRENTON-2886	411	04/25/2024	CAP Accepted

INTERNATIONAL CHARTER-08006810 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/24/2024 11:29 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by April Nixon 04/08/2024 10:04 AM				
	On 4/8/2024 the FSD and school principal reviewed the daily and weekly sub group requirements. Every month the FSD will present the menu and it will be check by the school principal to ensure it complies with the requirements. All substitutions must be approved by the school principal.				
	Flagged by Amy Martin 03/18/2024 11:34 AM				
	<p>When making substitutions to the planned lunch menu, the SFA must make sure the substitution is appropriate and will still provide a reimbursable meal. Substitutions made for vegetables must still meet the weekly sub group requirements.</p> <p>On Tuesday, February 6th, the planned lunch menu included vegetarian beans. The production records indicate that french fries were substituted for the beans. This is not an acceptable substitution as it resulted in missing the weekly required legume vegetable subgroup.</p> <p>In addition, when changes are made to the planned menu, the production records must be updated to reflect the actual products served. All portion sizes and crediting information must then also be updated. During the review week, there are multiple items served that need to be corrected (document the non-whole-grain items, grain crediting of the 21g cereals, etc)</p> <p>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.</p>				
Group 1: CA Count (2)		INTERNATIONAL CHARTER-08006810		04/25/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/24/2024 11:29 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by April Nixon 04/17/2024 02:04 PM				
	On 4/17/2024 the SFA finalized the food safety plan. The plan is stored in the cafeteria and complies with the HACCP principles. The SFA used the HACCP plan available on the NJDOA website as a tool to create a plan that fit International Charter School's breakfast and lunch program.				
	Flagged by Amy Martin 03/18/2024 11:35 AM				
Corrective Action History	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 was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
	Flagged by Amy Martin 03/18/2024 11:35 AM				
Corrective Action History	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 was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Group 2: CA Count (2)		INTERNATIONAL CHARTER-08006810		04/25/2024	CAP Accepted

INTERNATIONAL CHARTER-08006810 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/24/2024 11:30 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by April Nixon 04/08/2024 10:36 AM				
	On 4/8/2024 the school updated all materials and documents distributed to our school community with the most current non-discrimination statements. The school also updated the website with the current non-discrimination statements. If there are any future updates the school will immediately respond by updating the documents and website.				
	Flagged by Amy Martin 03/18/2024 11:37 AM				
	<p>The SFA must use the most current non-discrimination statement on all program materials made available to the public. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</p> <p>Explain, in detail, how the correct non discrimination statement will be incorporated in program materials and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
	Flagged by Amy Martin 03/18/2024 11:37 AM				
	<p>The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statement is at the following link: https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</p> <p>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.</p>				

Report Selections

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